



Committee on Juvenile Justice Meeting

**116 Knott Building
9:00 a.m.-11:00 a.m.
March 7, 2007**

Juvenile Justice Committee

Room 116, Knott Building

9:00 a.m. - 11:00 a.m.

March 7, 2007

A g e n d a

1. Call to Order

Chair Needelman

2. Welcome and Opening Remarks

Chair Needelman

3. Budget Discussion

Jim DeBeaugrine, Budget Chief, Safety and Security Council

a. STAR Program

Rick Davison, Deputy Secretary, Department of Juvenile Justice

b. Detention Center Cost Sharing

Donna O'Neal, Chief of Staff, Department of Juvenile Justice

Mark Greenwald, Research & Data, Department of Juvenile Justice

c. Juvenile Delinquency Prevention Program Funding

(1) Grants and Partnerships

Cassandra Jenkins, Asst. Secretary, Prevention, Department of Juvenile Justice

(2) CINS/FINS Funding

Cassandra Jenkins, Asst. Secretary, Prevention, Department of Juvenile Justice

Dee Richter, Executive Director, Florida Network of Youth and Family Services

d. Office of Accountability/Quality Assurance

Eleese Davis, Director, Office of Accountability, Department of Juvenile Justice

John Criswell, Chief Quality Assurance, Department of Juvenile Justice

Mark Greenwald, Research & Data, Department of Juvenile Justice

e. Juvenile Probation Officers

4. Discussion of Auditor General Report No. 2006-030.

Dorothy R. Gilbert, Audit Manager, Office of the Auditor General

Beth Davis, Bureau Chief of Finance & Accounting, Department of Juvenile Justice

5. Closing Remarks

Chair Needelman

6. Adjournment

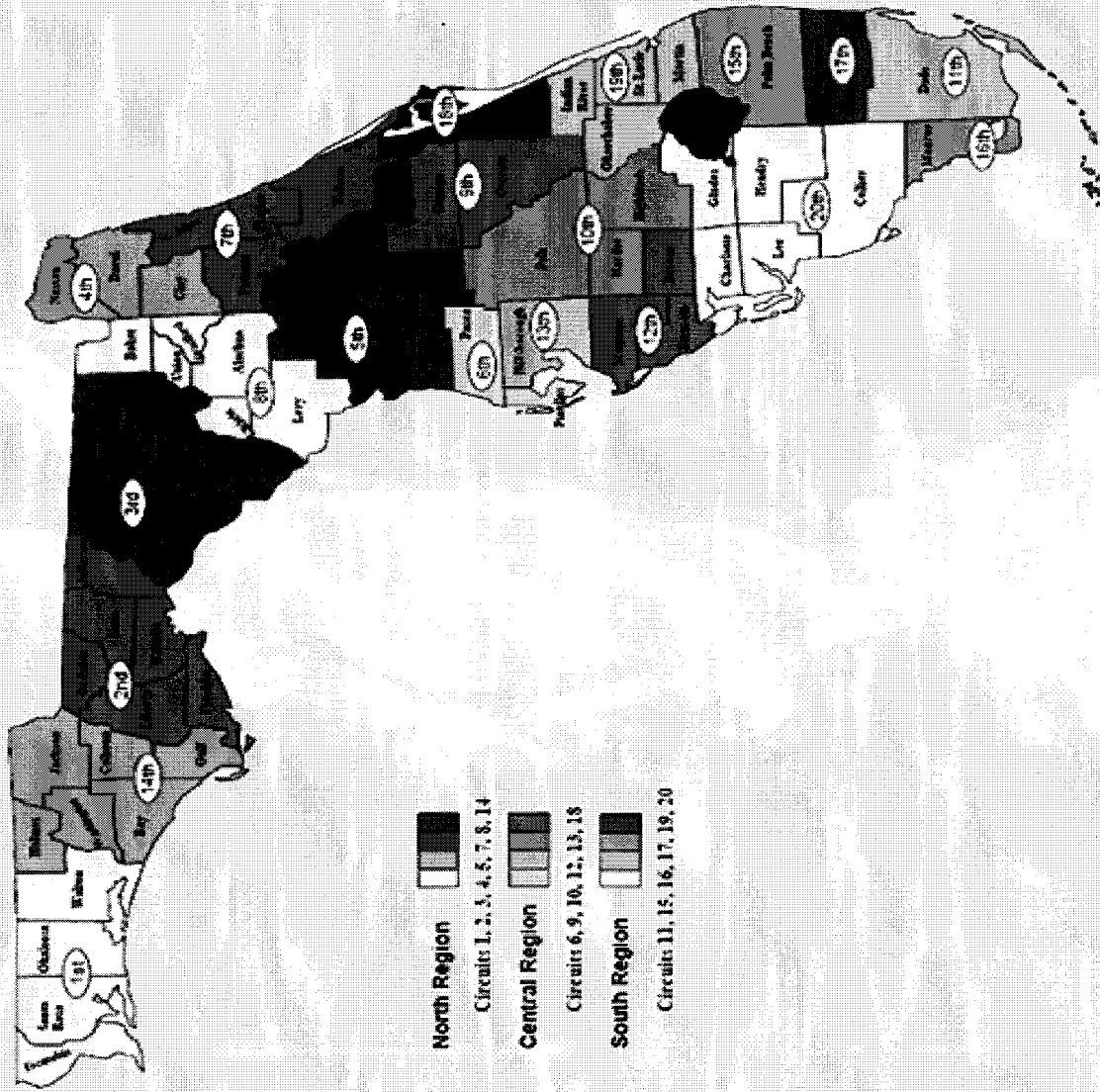
BUDGET

**OVERVIEW OF
DEPARTMENT OF
JUVENILE JUSTICE
APPROPRIATIONS
FY 2006-2007**

**Presented to the
Committee on Juvenile Justice**

March 7, 2007

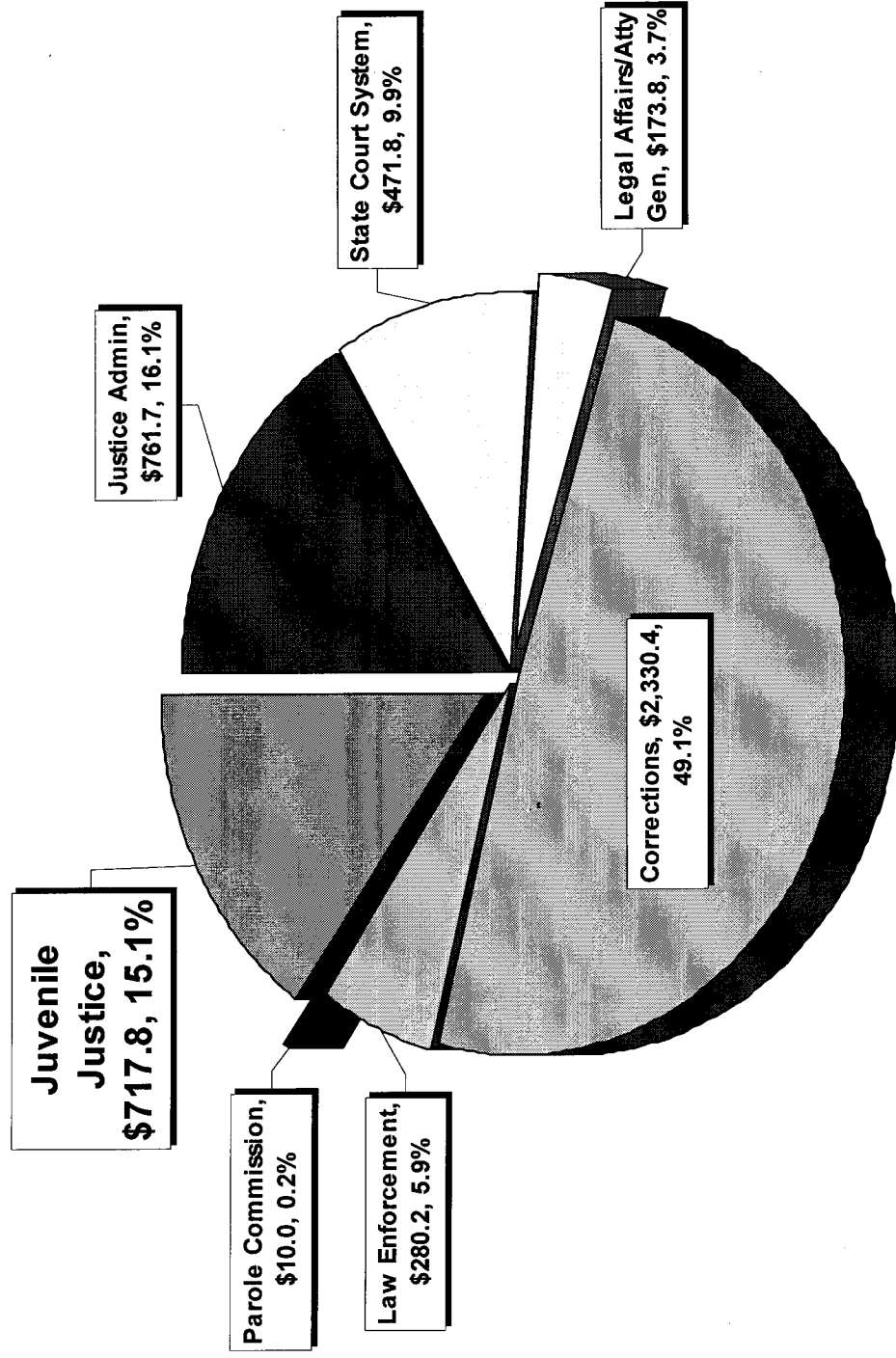
DEPARTMENT OF JUVENILE JUSTICE REGIONS & CIRCUITS



Safety and Security Appropriations

Total FY 2006-07 Appropriations \$4.7 Billion

(Dollars Displayed in Millions)



Juvenile Justice

2006-07 Appropriations By Program Area

	FTE	GENERAL REVENUE	TRUST FUNDS	TOTAL
DETENTION	2,098.50	\$33,208,375	\$103,864,296	\$137,072,671
PROBATION/COMMUNITY CORRECTIONS	1,554.50	\$142,783,106	\$12,017,253	\$154,800,359
SECRETARY/ ADMINISTRATIVE SERVICES	293.00	\$24,172,525	\$4,525,651	\$28,698,17
RESIDENTIAL CORRECTIONS	1,042.00	\$287,414,940	\$46,746,692	\$334,161,632
PREVENTION/ VICTIM SERVICES	17.00	\$46,854,938	\$16,249,991	\$63,104,929
TOTAL	5,005.00	\$534,433,884	\$183,403,883	\$717,837,767

Trust Fund Sources

- Federal grants, County detention payments, background screening fees, U.S. Dept of Health, non-criminal traffic fines, license tag fees.

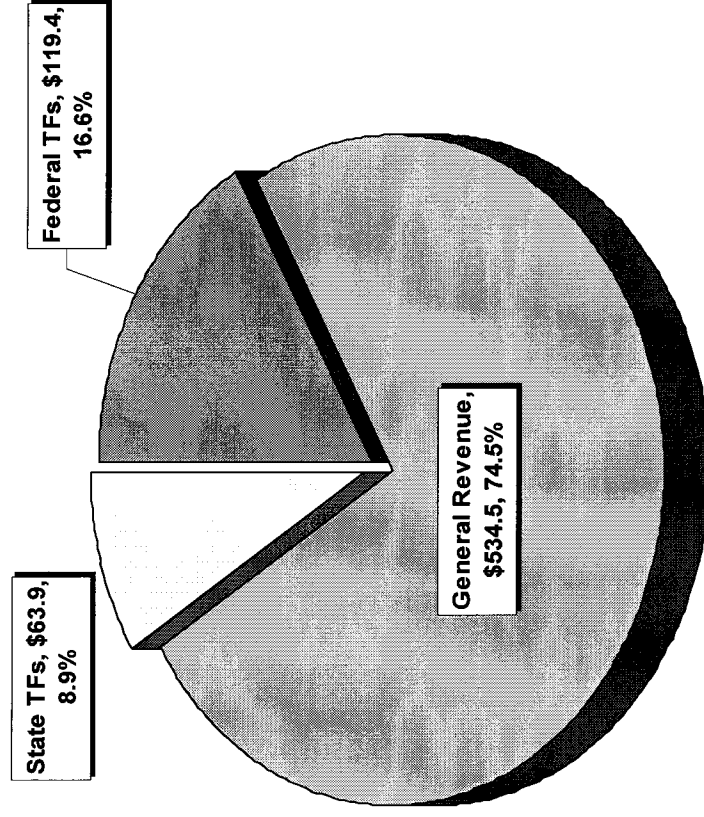
Workload Statistics

- 150,687 intake referrals
- 1,959 average daily population in detention (2,042 beds)
- 5,918 average daily population in residential commitment (6,762 beds)
- 24,270 average daily population of youth on community supervision

Revenue Sources

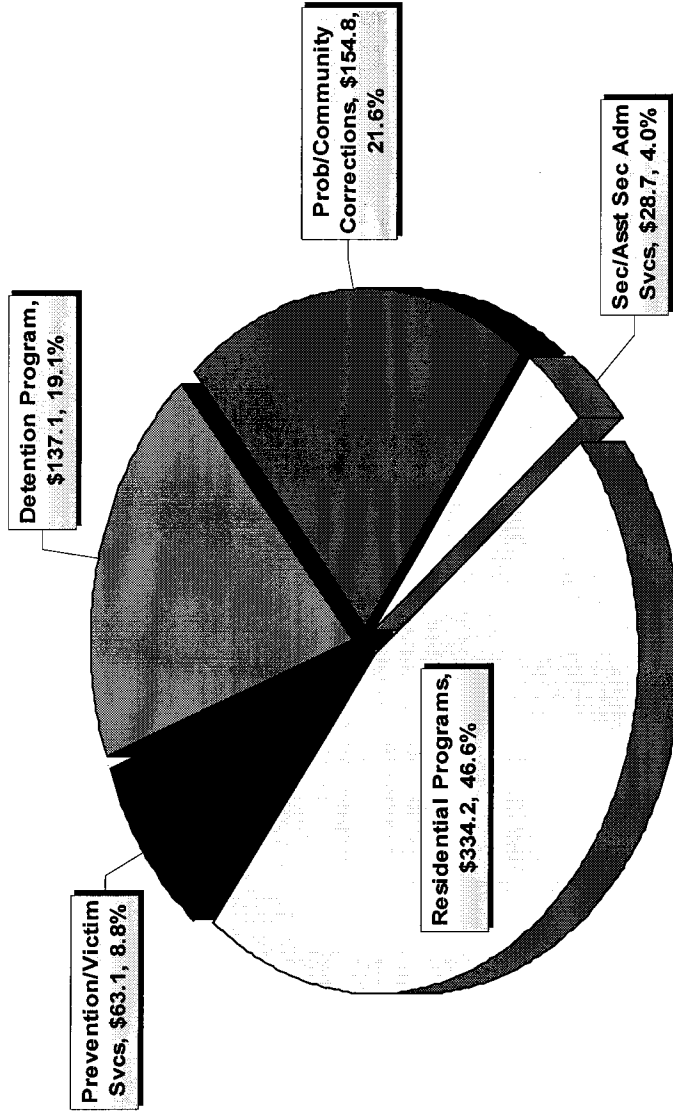
Total FY 2006-07 Appropriations \$717.8 Million

(Pie Dollars Displayed in Millions)



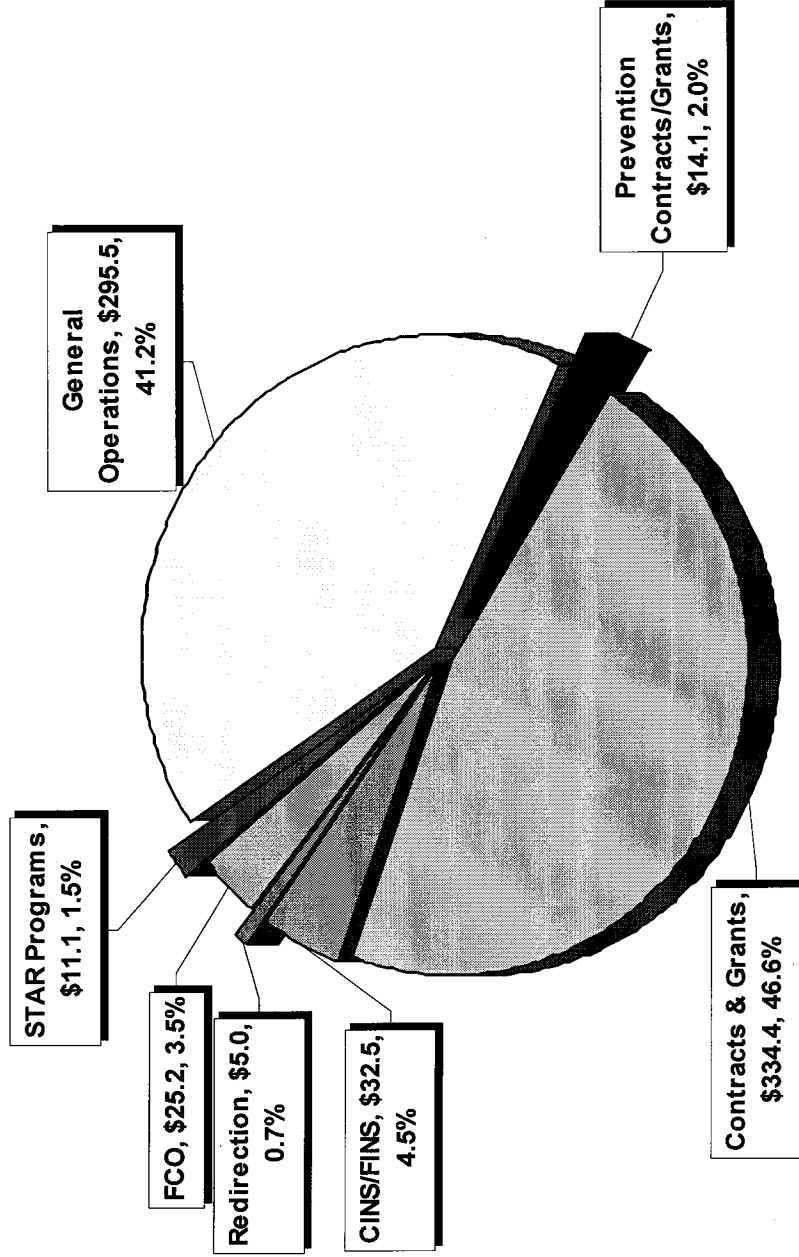
Appropriations By Program Area

(Pie Dollars Displayed in Millions)

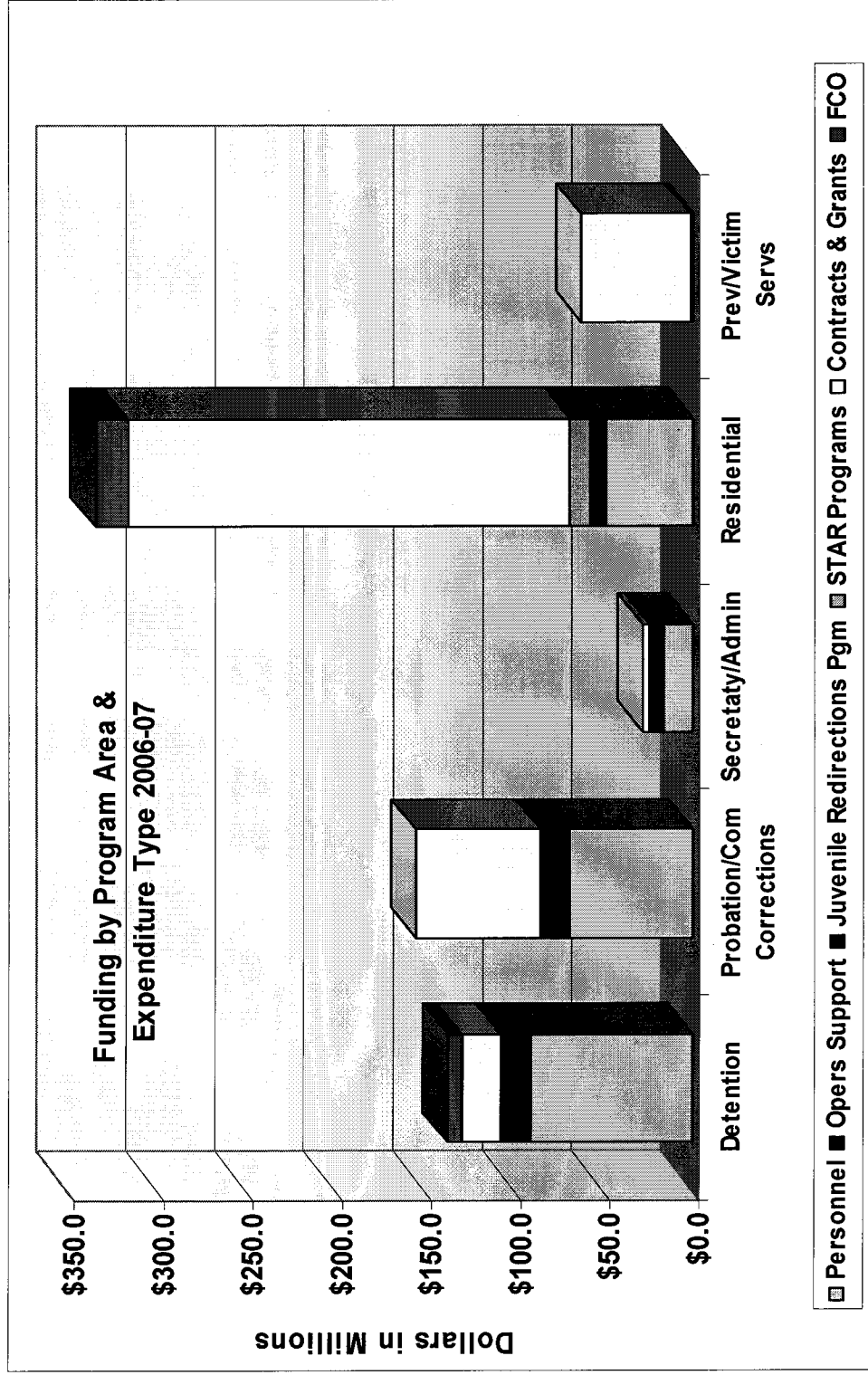


Appropriations by Expenditure Type

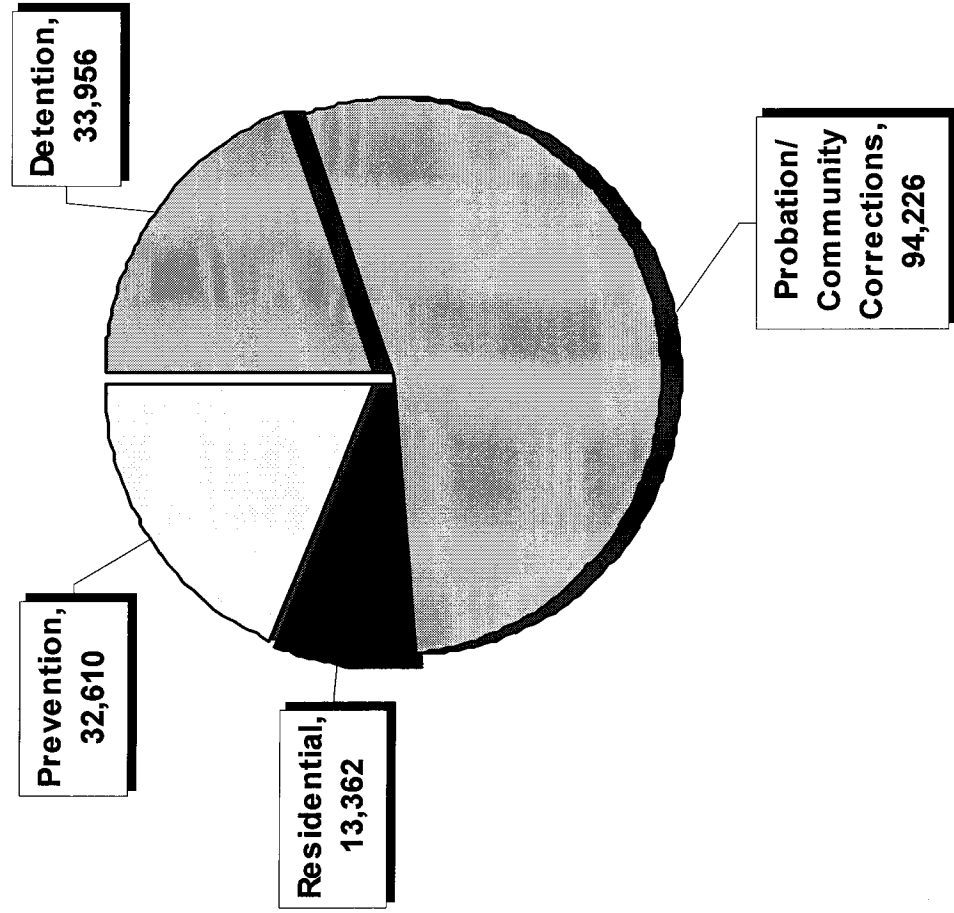
(Dollars displayed in Millions)



Juvenile Justice



Youth Served FY 2005-06



Delinquency Prevention & Diversion Programs

2006-07 Appropriations By Program Area	GENERAL REVENUE	TRUST FUNDS	TOTAL
CINS/FINS*	\$31,079,336	\$1,383,858	\$32,463,194
DELINQUENCY PREVENTION GRANTS & PARTNERSHIPS	\$1,198,000	\$12,941,053	\$14,139,053
PACE CENTERS (FEMALE DIVERSION)	\$11,272,579		\$11,272,579
SPECIAL INITIATIVES	\$2,198,000	\$802,000	\$3,000,000
ADMINISTRATION	\$1,107,023	\$1,123,080	\$3,032,103
TOTAL	\$46,854,938	\$16,249,991	\$63,104,929

*Children in Need of Services/Families in Need of Services

CINS/FINS

2006-07 Appropriations By Program	GENERAL REVENUE	TRUST FUNDS	TOTAL
FLORIDA NETWORK	\$30,327,919	\$1,000,000	\$31,327,919
FLORIDA YOUTH CHALLENGE ACADEMY (FNG)	\$254,821	\$0	\$254,821
HURRICANE ISLAND OUTWARD BOUND	\$496,596	\$383,858	\$880,454
TOTAL	\$31,079,336	\$1,383,858	\$32,463,194

Delinquency Prevention Grants & Partnerships

2006-07 Appropriations By Program Area	GENERAL REVENUE	TRUST FUNDS	TOTAL
JUVENILE ACCOUNTABILITY BLOCK GRANT (JABG)		\$1,282,167	\$1,282,167
PARTNERSHIP		\$6,000,000	\$6,000,000
JUVENILE JUSTICE DELINQUENCY PREVENTION (JJDP) (Title II & V)		\$4,086,132	\$4,086,132
JJDP (CHALLENGE)	\$600,000		\$600,000
COMMUNITY COALITION	\$598,000		\$598,000
RISK/NEEDS ASSESSMENT		\$710,325	\$710,325
JABG AFTERSCHOOL EDUCATION INITIATIVE		\$239,000	\$239,000
RESERVE TO BE ALLOCATED		\$623,429	\$623,429
TOTAL	\$1,198,000	\$12,941,053	\$14,139,053

Representative Unit Costs

Department of Juvenile Justice

➤ Annual operating cost per secure detention bed	\$53,568
➤ Annual operating cost per residential commitment bed – Max risk	\$48,530
➤ Annual operating cost per residential commitment bed – Low risk	\$34,036
➤ Annual operating cost per regular probation slot	\$7,731

SHERIFF'S TRAINING AND RESPECT (STAR) PROGRAM

FUNDING ISSUES

STAR programs differ from Boot Camps:

- New Administrative Rule – 63E-6.001 et seq.;
- Increase medical and mental health assessments prior to admission;
- Addition of youth rights and exit statements given to youth on ability to report abuse;
- Prohibition of “harmful psychological intimidation techniques” (humiliation or embarrassment; threat of physical force or violence; diminishing self-confidence or psychological breaking of youth’s will; any action considered abuse or neglect);
- Quarterly inspections during first year based on minimum thresholds, annual inspections thereafter;
- Adherence to the PAR rule; and,
- Specific release or transfer requirements of a physical exam, signing of an exit statement by youth indicating that their rights were observed and if they were subject to abuse.

Appropriation = \$11,057,625:

- Provides 260 residential commitment beds;
- At least 65 aftercare slots;
- \$500,000 for implementation of the provisions of the Martin Anderson Act; and,
- Providing Protective Action Response (PAR) training for all Departmental Direct Care staff.

Only one former boot camp (Polk County Boot Camp) converted to a STAR program:

- Program has 100 residential beds at \$100 per day per bed;
- Ten of these beds receive an additional \$30 per day per bed to provide substance abuse overlay services; and,
- 45 conditional release slots at \$45.77 per day per slot.

Other boot camps made decision not to convert due to:

- Felt that law enforcement training (Criminal Justice Standards Training Commission -CJSTC) was more appropriate than PAR training; and,
- Indicated per diem increase (from average \$81.25 to \$100) was not sufficient to continue their operation.

September 8, 2006 - Notice from Budget Office of transfer of \$6,239,383 from STAR (GR - 102002) to contractual services (G/A –100778) to enable the department to contract with other providers for 160 moderate risk beds.

On Sept. 19, 2006, letters were sent to all County Sheriffs inquiring of their interest in partnering with the Department to operate a STAR Program. We the Department have heard from four Sheriff’s offices and have spoken with three other Sheriffs who have indicated no interest.

Departmental staff met with the Citrus County Sheriff’s Office on December 8, 2006, to discuss the STAR program. At this time, the Department has not heard back from them on their decision.

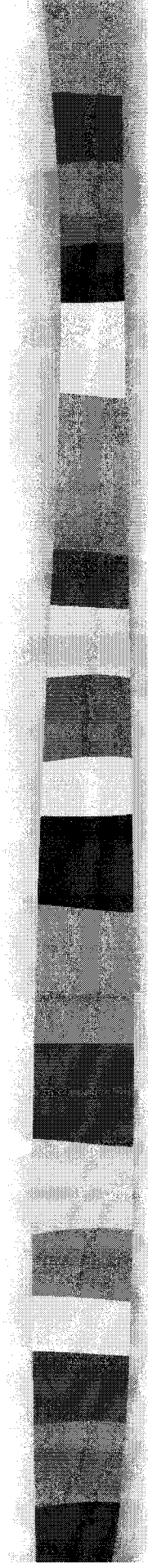
Department Residential staff also met (March 1, 2007) with a representative of the Gadsden County Sheriff's Office to discuss the operation of a program for regional youth. They are not interested in operating a STAR program, but an innovative program for low to moderate risk youth. Discussions will continue, as the Gadsden County Sheriff appears interested in contracting with the Department to operate a low to moderate risk residential program.

To date, the Department has not contracted nor issued any Requests for Proposals (RFPs) for any moderate risk programs with these funds.

Specifically, the Department needs more specialized beds to serve the following category of youth:

- 24 moderate risk sex offender beds (South Region) at an estimated cost of \$1,487,185; and,
- 25 moderate risk developmentally disabled beds at an estimated cost of \$1,500,606

Detention Cost Sharing



House Juvenile Justice Committee

March 7, 2007

Representative Mitch Needelman, Chair

Brief History

- Legislation passed in 2004 provided for shared responsibility between Department and counties for costs of detention effective October 1, 2004
- Special session addressed counties' issues and changed effective date of county responsibility to begin July 2005
- DJJ adopted a rule, Chapter 63G-1, effective July 16, 2006

Challenges With New Legislation

- DJJ did not request additional resources to implement changes
- As a result, DJJ has struggled in the first year to produce timely and accurate data and reports for the counties

Data Issues

- In Winter '05 / Spring '06 counties identified various problems with data sent out in their first quarter reports:
 - Duplicate days counted for youth in more than 1 facility on one given day
 - City, County and State were not matched correctly
 - Youth residence issues

DJJ Response

- Rewrote computer code to identify errors and correct quicker
- Data extracts sent to Data Integrity Officers and Juvenile Probation Officers for updates and corrections
- Held meetings with Florida Association of Counties (FAC) representatives to discuss issues and present solutions
- Continue to gather feedback from individual counties and the FAC

Results

- First quarter report for FY '06/07 addresses most data issues previously identified
- Same adjustments have been applied to entire FY '05/06 database for final reconciliation
- First annual reconciliation to be sent out late March 2007

Outreach to Counties

- Conducted 1 day educational workshops in Tallahassee and Miami in partnership with FAC and the Small County Coalition
- Meeting addressed:
 - Recent improvements to database
 - Overview of Detention budget
 - Explanation of reconciliation process
 - Question and answer session

County Key Concerns

- Pay adjustments for FY '06/07 have resulted in a budget shortfall for fiscally constrained counties
- Counties are billed for Detention usage associated with:
 - Violation of Probation (VOP)
 - Dependency cases
 - Contempt of court cases
 - Other court orders that may not have resulted in a new charge
- FAC expressed the need for a rule or statute revision to dictate what expenses are included in “predisposition” costs from year to year
- Would like to see a process to dispute annual reconciliation
- FAC is concerned with the proportion of costs shared by State and counties

Considerations and Resolutions

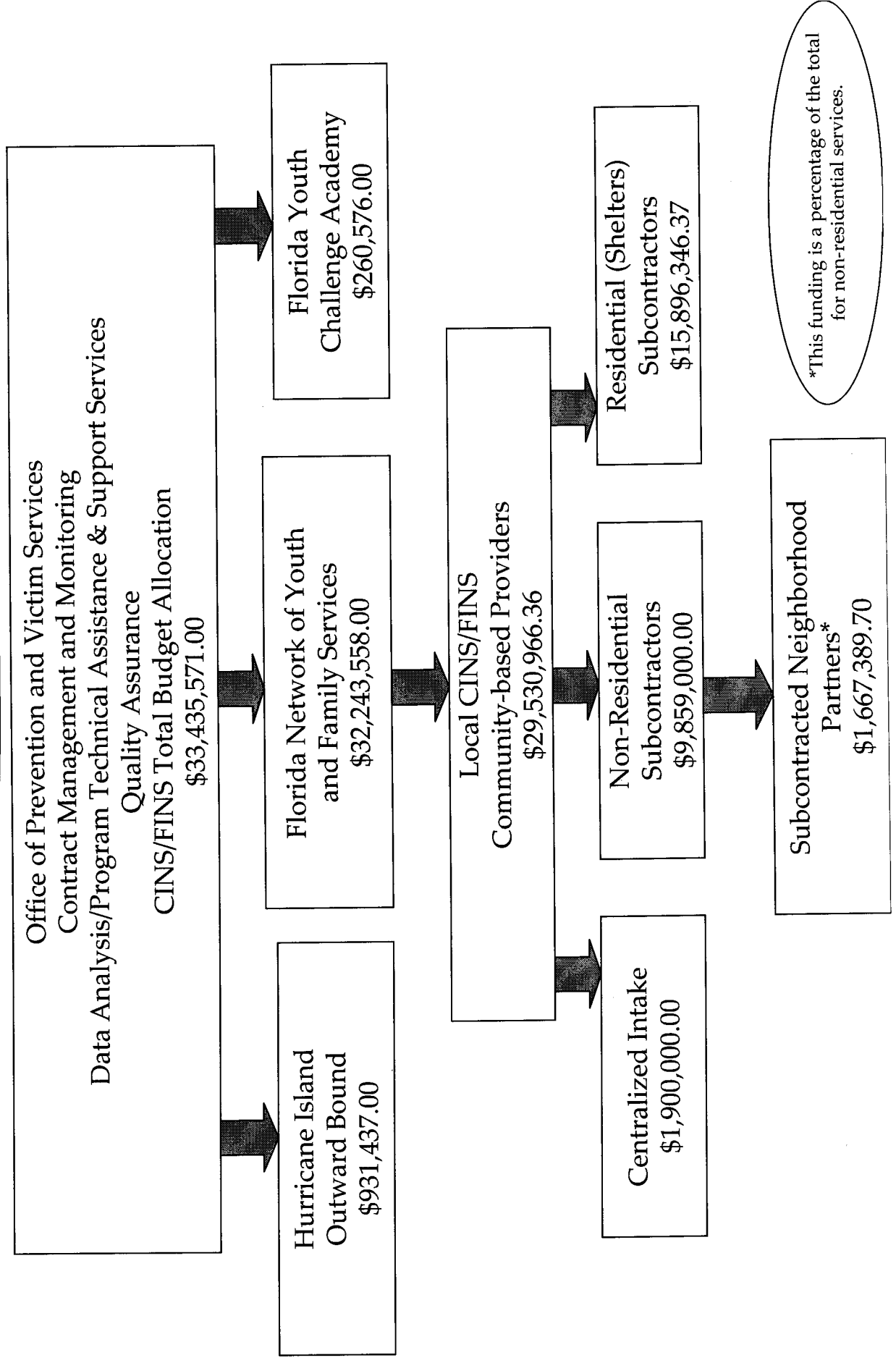
- Governor's proposed supplemental release for FY '06/07 would hold fiscally constrained counties harmless
- Shift of court order costs to DJJ would substantially increase the State's current share
- DJJ and the counties will continue to work through the quarterly report and dispute process to help ensure annual reconciliation report is timely and accurate
- DJJ's goal is to schedule semiannual meetings with counties to continue open lines of communications

Juvenile Delinquency Prevention Grant Funding				
Circuit	Counties Served	Contact \$		
		FY 2006-2007	FY 2005-2006	FY 2004-2005
1	Escambia	75,555.00	107,869.00	135,938.00
	Okaloosa	76,719.00	76,719.00	99,874.00
	Santa Rosa	65,634.00	65,634.00	87,734.00
	Walton	35,000.00	35,000.00	51,975.00
	Circuit Total	252,908.00	285,222.00	375,521.00
2	Leon	76,715.00	76,715.00	111,757.00
	Franklin	35,000.00	34,998.00	39,202.00
	Gadsden	35,000.00	35,000.00	54,831.00
	Jefferson	35,000.00	35,000.00	39,890.00
	Liberty	35,000.00	35,000.00	38,140.00
	Wakulla	35,000.00	35,000.00	46,656.00
	Circuit Total	251,715.00	251,713.00	330,476.00
3	Columbia	35,000.00	37,980.00	61,116.00
	Dixie	35,000.00	0	0
	Hamilton	35,000.00	35,000.00	40,896.00
	Lafayette	35,000.00	35,000.00	37,024.00
	Suwannee	35,000.00	35,000.00	51,728.00
	Madison	35,000.00	35,000.00	0
	Taylor	35,000.00	35,000.00	45,614.00
	Circuit Total	245,000.00	212,980.00	236,378.00
4	Clay	61,545.00	74,328.00	94,871.00
	Duval	110,000.00	211,012.00	254,982.00
	Nassau	38,189.00	38,189.00	56,111.00
	Circuit Total	209,734.00	323,529.00	405,964.00
5	Citrus	50,707.00	50,707.00	70,129.00
	Hernando	51,447.00	56,535.00	76,302.00
	Sumter	35,000.00	35,000.00	50,534.00
	Marion	100,266.00	100,266.00	128,195.00
	Lake	69,757.00	87,737.00	112,067.00
	Circuit Total	307,177.00	330,245.00	437,227.00
6	Pasco	75,000.00	123,715.00	187,145.00
	Pinellas	166,682.00	258,363.00	370,690.00
	Circuit Total	241,682.00	382,078.00	557,835.00
7	Flagler	37,938.00	37,938.00	57,571.00
	Volusia	88,212.00	163,212.00	203,399.00
	Putnam	44,005.00	44,005.00	61,596.00
	St. Johns	71,385.00	71,385.00	100,769.00
	Circuit Total	241,540.00	316,540.00	423,335.00
8	Bradford	35,000.00	34,999.00	43,697.00
	Union	35,000.00	35,000.00	39,016.00
	Alachua	78,419.00	78,419.00	99,527.00
	Gilchrist	35,000.00	35,000.00	39,958.00
	Levy	35,000.00	35,000.00	48,446.00
	Baker	35,000.00	35,000.00	44,765.00
	Circuit Total	253,419.00	253,418.00	315,409.00

Juvenile Delinquency Prevention Grant Funding

Circuit	Counties Served	Contact \$		
		FY 2006-2007	FY 2005-2006	FY 2004-2005
9	Orange	278,165.00	278,165.00	343,114.00
	Osceola	70,245.00	88,123.00	112,062.00
	Circuit Total	348,410.00	366,288.00	455,176.00
10	Hardee	35,000.00	35,000.00	44,883.00
	Highlands	44,775.00	44,775.00	70,228.00
	Polk	176,930.00	176,930.00	177,303.00
	Circuit Total	256,705.00	256,705.00	292,414.00
11	Dade	375,000.00	525,000.00	696,317.00
	Circuit Total	375,000.00	525,000.00	696,317.00
12	Sarasota	91,730.00	91,730.00	220,957.36
	DeSoto	35,000.00	35,000.00	46,473.00
	Manatee	101,422.00	101,422.00	156,146.00
	Circuit Total	228,152.00	228,152.00	423,576.36
13	Hillsborough	303,619.00	323,269.00	328,346.00
	Circuit Total	303,619.00	323,269.00	328,346.00
14	Bay	69,939.00	69,939.00	90,547.00
	Calhoun	35,000.00	35,000.00	39,185.00
	Gulf	35,000.00	35,000.00	40,177.00
	Holmes	35,000.00	35,000.00	40,642.00
	Jackson	35,000.00	35,000.00	47,577.00
	Washington	35,000.00	35,000.00	40,734.00
	Circuit Total	244,939.00	244,939.00	298,862.00
15	Palm Beach	254,762.00	353,640.00	409,603.00
	Circuit Total	254,762.00	353,640.00	409,603.00
16	Monroe	38,230.00	42,011.00	62,629.00
	Circuit Total	38,230.00	42,011.00	62,629.00
17	Broward	360,764.00	421,528.00	513,987.00
	Circuit Total	360,764.00	421,528.00	513,987.00
18	Brevard	145,714.00	145,714.00	178,936.00
	Seminole	84,000.00	101,244.00	126,374.00
	Circuit Total	229,714.00	246,958.00	305,310.00
19	Martin	55,952.00	55,952.00	78,323.00
	Indian River	50,463.00	50,463.00	69,972.00
	Okeechobee	35,000.00	35,000.00	48,153.00
	St. Lucie	78,867.00	101,611.00	136,017.00
	Circuit Total	220,282.00	243,026.00	332,465.00
20	Lee	163,962.00	163,962.00	200,891.00
	Collier	79,225.00	95,359.00	123,464.00
	Charlotte	53,932.00	53,932.00	74,040.00
	Glades	35,000.00	35,000.00	37,487.00
	Hendry	28,000.00	35,000.00	49,544.00
	Circuit Total	360,119.00	383,253.00	485,426.00
TOTAL FOR YEAR		\$5,223,871.00	\$5,990,494.00	\$7,686,256.36

Florida Department of Juvenile Justice



Department of Juvenile Justice
FY 2006-07 CINS/FINS Subcontracted Amounts

CIRCUIT	AGENCY*	TOTAL RESIDENTIAL + NON-RESIDENTIAL	NON-RESIDENTIAL	RESIDENTIAL	RESIDENTIAL FACILITIES (SHELTERS)
1	Lutheran Services/NW	\$1,629,415.32	\$527,000.00	\$910,597.74	Currie House HOPE House
2	Capital City Youth Services	\$1,210,845.00	\$456,000.00	\$579,591.19	Someplace Else Youth Shelter
3	CDS Family and Behavior Health	\$2,470,980.72	\$628,000.00	\$1,575,625.91	Interface Central Interface East Interface Northwest
3	Capital City Youth Services				Someplace Else Youth Shelter
4	Youth Crisis Center	\$2,160,511.44	\$736,000.00	\$952,343.26	Youth Crisis Center Youth Crisis Center
5	Youth and Family Alternatives, Inc.	\$2,602,703.20	\$828,000.00	\$1,551,099.29	New Beginnings Youth Shelter
					Runaway Alternatives Project (RAP House)
					George W. Harris Jr. Runaway and Youth Crisis Shelter (10)
5	Arnette House	\$1,122,351.24	\$363,000.00	\$623,790.91	Arnette House
6	Family Resources, Inc.	\$2,533,084.20	\$735,000.00	\$1,495,719.78	Family Resources St. Pete Family Resources Clearwater Manatee Runaway/Youth Crisis Shelter(12)
7	ACT Corporation	\$1,099,276.68	\$357,000.00	\$605,711.39	BEACH House
9	Orange County Youth and Family Orange County Family Counseling (Non-Residential)	\$1,426,930.44	\$537,000.00	\$669,304.63	Orange County Youth Shelter
	Sunnyside Village Youth Shelter/Park Place				
	Miami Bridge Youth and Family Services	\$536,583.84	\$178,000.00	\$300,133.11	Sunnyside Village Youth Shelter
11		\$2,059,519.56	\$526,000.00	\$1,297,294.57	Miami Bridge-Central Miami Bridge-Homestead
12	Sarasota Family YMCA, Inc.	\$1,059,834.84	\$365,000.00	\$549,322.54	Sunnyside Village Youth Shelter
13	Hillsborough County Children's Services	\$1,353,884.40	\$650,000.00	\$480,137.46	Haven W. Poe Runaway Shelter
14	Anchorage Children's Home of Bay County, Inc.	\$887,735.64	\$339,000.00	\$425,443.66	Hidle House

Department of Juvenile Justice
FY 2006-07 CINS/FINS Subcontracted Amounts

CIRCUIT	AGENCY*	TOTAL RESIDENTIAL + NON-RESIDENTIAL	NON-RESIDENTIAL	RESIDENTIAL	RESIDENTIAL FACILITIES (SHELTERS)
15	Children's Home Society - WPB	\$1,210,502.76	\$475,000.00	\$594,758.01	Safe Harbor Runaway
16	Florida Key's Children's Shelter, Inc.	\$735,341.88	\$193,000.00	\$498,743.95	Florida Keys Children Shelter
17	Lutheran Services- SE	\$1,206,230.28	\$461,000.00	\$635,037.02	Lippman Youth Shelter
17	Devereux of Florida (Non-residential)	\$228,144.00	\$149,000.00		
18	Crosswinds Youth Services	\$1,066,601.16	\$333,000.00	\$609,924.94	Robert E. Lehton Children's Shelter
18	Girls and Boys Town of Central Florida	\$618,961.08	187,000.00	\$368,441.33	Boys Shelter Girls Shelter
19	Children's Home Society	\$841,239.36	\$274,000.00	\$473,064.84	The Wavecrest
20	Lutheran Services/SW	\$1,470,289.32	\$562,000.00	\$700,260.84	Oasis Youth Shelter
TOTALS		\$29,530,966.36	\$9,859,000.00	\$15,896,346.37	
				Includes 15% Indirect Cost	
	Centralized Intake***	\$1,900,000.00			
	Staff-Secure Shelter	\$150,000.00			
	*The listed agency also provides non-residential services.				
	Note: Circuit share of centralized intake is not included in total.				

Department of Juvenile Justice
2006-07 CINS/FINS Minority Participation in Non-Residential Services

CIRCUIT	AGENCY	NON-RESIDENTIAL TOTAL	NEIGHBORHOOD PARTNERS*	TOTAL 06-07
1	Lutheran Services/NW	\$527,000.00	Pensacola Faith Based	\$79,050.00
2	Capital City Youth Services	\$456,000.00	Mothers in Crisis	\$68,400.00
3	CDS Family and Behavior Health	\$628,000.00	Gainesville Housing Authority	\$94,200.00
3	Capital City Youth Services		Mothers in Crisis	
4	Youth Crisis Center	\$736,000.00	Brenda Frinks and Associates	\$113,007.96
5	Youth and Family Alternatives, Inc.	\$828,000.00	Farmworkers Self Help	\$41,580.00
			Luster All Pastoral Care	\$96,250.00
5	Arnette House	\$363,000.00	Angela Christie	\$56,049.36
6	Family Resources, Inc.	\$735,000.00	United Community Center	\$34,809.00
			Bethel Community Foundation	\$72,856.00
7	ACT Corporation	\$357,000.00	The House Next Door	\$53,550.00
9	Orange County Youth and Family Orange County Family Counseling (Non-Residential)	\$537,000.00	Summit Behavioral Healthcare	
	Sunnyside Village Youth Shelter/Park Place		Summit Behavioral Healthcare	\$98,000.00
		\$178,000.00	CHS Osceola	\$26,700.00
11	Miami Bridge Youth and Family Services	\$526,000.00	CFCE-Center for Family and Child Enrichment	\$158,672.00
12	Sarasota Family YMCA, Inc.	\$365,000.00	Thaise Educational Tours	\$53,794.35
13	Hillsborough County Children's Services	\$650,000.00	Tampa Housing Authority	\$103,526.00
			FL Institute Community Studies	\$60,000.00
14	Anchorage Children's Home of Bay County, Inc.	\$339,000.00	Tammy Anderson	\$53,130.00
15	Children's Home Society - WPB	\$475,000.00	Urban League	\$71,250.00
16	Florida Key's Children's Shelter, Inc.	\$193,000.00	Hayward Magby	\$28,045.00
17	Lutheran Services- SE	\$461,000.00	Mt. Bethel	\$69,150.00
17	Devereux of Florida (Non-residential)	\$149,000.00	Unity Counseling Services	\$32,020.03
18	Crosswinds Youth Services	\$333,000.00	Links of Hope	\$49,950.00
18	Girls and Boys Town of Central Florida	187,000.00	4 Our Cookie, Inc.	\$28,000.00
19	Children's Home Society	\$274,000.00	MAD DADS, Inc.	\$41,100.00
20	Lutheran Services/SW	\$562,000.00	Quality Life Center	\$84,300.00
TOTALS		\$9,859,000.00		\$1,667,389.70
				16.91%
*The funding for Neighborhood Partners (minority participation) is a percentage of the total funding for non-residential services.				

Allocations to Local CINS/FINS Community-Based Providers by Circuit/County

February 2, 2007

Circuit	Counties Served	Contact \$			# shelters
		FY 06-07	FY 05-06	FY 04-05	
1	Escambia, Okaloosa, Santa Rosa, Walton	\$1,629,415	\$1,511,364	\$1,417,484	2
2	Leon, Franklin, Gadsden, Jefferson, Liberty, Wakulla	\$1,136,925	\$868,715	\$933,475	1
3	Columbia, Dixie, Hamilton, Lafayette, Suwannee Madison, Taylor	\$625,085 \$73,920	\$506,470 \$119,840	\$468,954 \$24,640	0
	Circuit Total	\$699,005	\$626,310	\$493,594	
4	Clay, Duval, Nassau	\$2,061,128	\$1,886,011	\$1,795,906	1
5	Citrus, Hernando, Sumter Marion, Lake	\$589,932 \$1,122,351	\$524,971 \$1,035,074	\$503,384 \$996,713	2
	Circuit Total	\$1,712,284	\$1,560,045	\$1,500,097	
6	Pasco Pinellas	\$946,222 \$1,648,104	\$820,948 \$1,637,261	\$834,627 \$1,731,891	3
	Circuit Total	\$2,594,326	\$2,458,209	\$2,566,518	
7	Flagler, Volusia Putnam St. Johns	\$1,099,277 \$625,084 \$90,741	\$1,015,104 \$506,470 \$32,884	\$983,183 \$468,954 \$117,166	2
	Circuit Total	\$1,815,102	\$1,554,459	\$1,569,303	
8	Bradford, Union, Alachua, Gilchrist, Levy Baker	\$1,220,812 \$8,642	\$988,918 \$15,475	\$915,665 \$7,683	2
	Circuit Total	\$1,229,454	\$1,004,393	\$923,348	
9	Orange Osceola	\$1,426,930 \$536,584	\$1,095,186 \$510,906	\$1,089,178 \$534,605	2
	Circuit Total	\$1,963,514	\$1,606,092	\$1,623,783	
10	Hardee, Highlands, Polk	\$1,146,549	\$1,074,758	\$1,055,267	1
11	Dade	\$2,391,017	\$2,204,462	\$2,170,099	2
	Circuit Total	\$2,391,017	\$2,204,462	\$2,170,099	

Allocations to Local CINS/FINS Community-Based Providers by Circuit/County

February 2, 2007

12	Sarasota, Desoto	\$1,059,835	\$1,036,810	\$1,029,895	
	Manatee	\$884,980	\$722,766	\$608,502	
	Circuit Total	\$1,944,815	\$1,759,576	\$1,638,397	2
13	Hillsborough	\$1,353,884	\$1,123,912	\$1,103,392	1
14	Bay, Calhoun, Gulf, Holmes, Jackson, Washington	\$887,736	\$798,574	\$778,890	1
15	Palm Beach	\$1,210,503	\$903,677	\$895,797	1
16	Monroe	\$735,342	\$674,057	\$642,457	1
17	Broward				1
	Circuit Total	\$1,653,811	\$1,539,173	\$1,493,743	
18	Brevard	\$1,066,601	\$1,023,204	\$1,013,873	
	Seminole	\$618,961	\$508,048	\$498,433	
	Circuit Total	\$1,685,562	\$1,531,252	\$1,512,306	2
19	Martin, Indian River, Okeechobee, St. Lucie	\$841,239	\$733,999	\$706,127	1
20	Lee, Collier, Charlotte, Glades, Hendry	\$1,470,289	\$1,413,009	\$1,536,760	1
Total Contracted Amount		\$30,161,900	\$26,832,048	\$26,356,743	29

The past 2 legislative sessions, new money went to raise the starting pay of Youth Care Workers in the shelters
Last session funding from the legislature also included expansion of non-residential capacity

CINS/FINS YOUTH SERVED BY RACE BY COUNTY
FY 2005-06

Tabulation of Youth Served for 2005-2006 by County of Service and Race as of NetMIS 2/12/07

County	American Indian	Alaskan Native	Asian	Black	Pacific Islander	White	Multiracial	Other	Unknown	Total	% Black	% White	06-07 Contracted CINS/FINS \$	# of shelters	Statewide Youth arrested in selected counties	DJJ 05-06 # Youths arrested per county
BROWARD	2	0	1	301	2	202	11	13	15	547	55.0%	36.9%	\$ 1,653,811	1	8.3%	7795
DUVAL	0	3	5	716	2	421	44	18	13	1222	58.6%	34.5%	\$ 1,844,710	1	4.9%	4605
HILLSBOROUGH	1	1	3	247	3	530	41	23	27	876	28.2%	60.5%	\$ 1,353,884	1	8.6%	8093
MIAMI-DADE	0	0	3	846	0	483	10	3	3	1348	62.8%	35.8%	\$ 2,391,017	2	7.9%	7408
ORANGE	0	0	8	404	6	374	43	23	2	860	47.0%	43.5%	\$ 1,426,930	1	7.1%	6717
PALM BEACH	2	1	3	169	0	112	28	29	13	357	47.3%	31.4%	\$ 1,210,503	1	5.6%	5299
PINELLAS	6	2	8	401	7	570	62	22	6	1084	37.0%	52.6%	\$ 1,648,104	2	5.7%	5395
													\$ 11,528,959	9	48.1%	45312
Total	11	7	31	3084	20	2692	239	131	79	6294	total \$		\$ 30,161,900			
percent of total											% of CINS/FINS \$ to 7 counties		\$ 18,632,942			
													\$ 38,22%			94228
															Total statewide # youth arrested	

Current contract requires that all counties be served and all circuits

See Florida Network worksheet in this file labeled "ethnicity" for ethnicity breakout of White and Black
Average \$ per county of the 7 select \$ 1,646,994

CINS/FINS YOUTH SERVED BY COUNTY AND ETHNICITY
FY 05-06

CINS/FINS
Hispanic Ethnicity Breakout for FY 05-06

County	Black total	Black Hispanic	Black Unknown ethnicity	Black Non-Hispanic
BROWARD	301	2	42	257
DUVAL	716	2	59	655
HILLSBOROUGH	247	10	22	215
MIAMI-DADE	846	24	4	818
ORANGE	404	20	17	367
PALM BEACH	169	1	25	143
PINELLAS	401	6	5	390
Total	3084	65	174	2845
Hispanic ethnicity percent of total				92.3%
Hispanic ethnicity percent of total White				33.1%

White total	White Hispanic	White Unknown ethnicity	White Non-Hispanic	% White Hispanic
202	71	17	114	35%
421	22	30	369	5%
530	141	25	364	27%
483	427	0	56	88%
374	183	3	188	49%
112	23	13	76	21%
570	23	3	544	4%
2692	890	91	1711	
Hispanic ethnicity percent of total White				63.6%

Total Hispanic Black and White 955 15.2% of total served in these counties were of Hispanic ethnicity



Presentation to the House Juvenile Justice Committee

Improvements to the Department of Juvenile Justice's Quality Assurance and Accountability Functions

Eleese Davis, Director

John Criswell, Chief of Quality Assurance

Mark Greenwald, Research and Data

March 7, 2007

Improvements/Changes

- Unannounced quality assurance reviews.
- Elimination of “Deemed Status”.
- Refined & refocused the quality assurance standards (reduced key indicators from 118 to 42.
- Added tier II standards based on evidence-based practices that have been shown to reduce recidivism.

Established a Programming and Technical Assistance Unit to help programs improve.

Combined three reports (Program Accountability Measures, Quality Assurance, and Outcome Evaluation) into one report.

Developed a single report card for residential programs to integrate program accountability measures (cost and recidivism), contract compliance, substantiated incidents, and quality assurance into one overall program score.

How Data is Used

- To direct strategies for program improvement or contract action.
- To develop and/or refine department policy.
- To identify best practices that should be replicated.

● To identify poorly performing programs so that intensive monitoring and/or technical assistance can be initiated.

● In 2006, 24% of all program reviewed were placed on “Conditional Status” and 7 programs failed the QA review.

- ④ To identify programs that must implement an outcome based corrective action plan.
- ④ To identify programs where the department must take contract action such as a cure notice or contract termination.

The Residential Program Report Card

Evaluation reporting, monitoring, and quality assurance functions have been integrated through the implementation of the Residential Report Card.



Youth Environmental Services

Moderate Risk-Male
Associated Marine Institutes

Program Description:

This is a 33 bed moderate-risk program for males operated by Associated Marine Institutes, Inc. The program is located in Wimauma, Florida. This wilderness-based program enhances rehabilitation efforts through environmental education, academic education, and a variety of vocational and life-skills training. The program is performance based, stresses academic achievement, appropriate behavior, a positive attitude and excellence in performance. The program serves male youth between the ages of 14 and 18. Youth with 3rd degree or higher felonies with prior commitments or a history of assault, first-degree misdemeanor with prior commitment and chronic problems or transfers from low risk commitment programs are appropriate for admission. Youth with arson charges, or suicide behaviors or youth on behavior modification psychotropic medication are not considered appropriate for this program. Youth with asthma and mature 14-year-old males are accepted on a case-by-case basis by the program director. The designed length of stay is six to nine months.

Hillsborough County

Program Measures

Rating

PAM Score

86

Recidivism Reduction

Highly Effective

Program Cost Category

Moderate

Contract Compliance

Substantiated Incident Rate

Staff Incidents

0

None

Youth Incidents

0

None

Quality Assurance

87

Excellent Above Average Average Below Average Below Minimum N/A Threshold

Overall Program Score

90

Program Strengths:

- Highly effective in reducing recidivism
- Training available for all program staff
- Highly effective in reducing recidivism
- Effective safety and security
- Effective management team
- Effective training component
- Excellent case management program
- Effective staff

Recommendations:

- None

Special Notes:

The Residential Program Report Card

The Title Bar

Program Description

Program Measures

Program Strengths

Recommendations

Special Notes

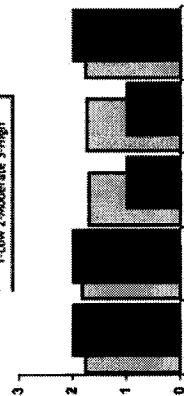


Youth Environmental Services Moderate Risk-Male

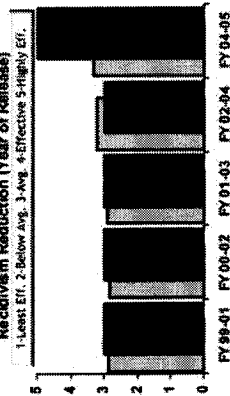
	Total Releases	Completion Rate	Escapes
FY 01-02	42	95%	
02-03	50	92%	1
03-04	56	91%	1
04-05	44	98%	0
05-06	44	100%	0

Youth Environmental Services Score:
Average for Moderate Risk-Male

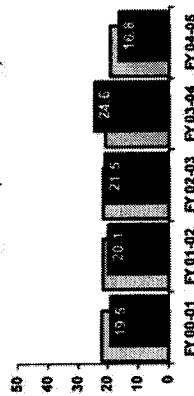
Cost Category (Year of Release)



Recidivism Reduction (Year of Release)



Seriousness Index (Year of Release)



FY 05-06 Expenditures: \$1,201,168

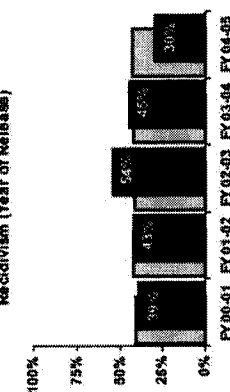
State Expenditures	
DJJ Contract Expenditures	\$1,127,621
Other State Funding	\$0
Total State Funding	\$1,127,621
Federal Expenditures:	
Medical/BHDS	\$0
National School Lunch	\$45,812
Other Federal Funding	\$27,735
Total Federal Funding	\$73,547

Source: DJJ Office of Budget, and Finance and Accounting

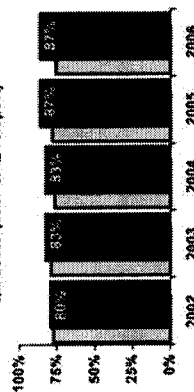
Average Length of Stay in
FY 2005-06 (Months)

8.9

Recidivism (Year of Release)



QA Score (Year of QA Report)



FOR MORE INFORMATION ON PROGRAM PERFORMANCE OR DEPARTMENT STATISTICS, PLEASE VISIT OUR WEBSITE:
[HTTP://WWW.DJJ.STATE.FL.US/](http://www.djj.state.fl.us/)

The Residential Program Report Card

Release Trends

Escape Trends

Recent
Expenditures

Length of Stay

Trend Charts

Residential Report Card

The 2005-06 Residential Report Card summarizes overall performance for programs with completions in FY 2005-06. Because residential programs commonly change names, providers, levels and services, several reporting standards were developed in order to display data most appropriately. A listing of the programs that were affected by these changes in FY 2005-2006 is attached in Appendix A of the Comprehensive Accountability Report.

Methods and Definitions

Name Change

If a program changed names before or during FY 2005-2006, the most recent name in FY 2005-2006 was used.

Provider Change

If the program changed providers without a new contract bid after FY 2005-2006, the new provider is listed on the report. If the program changed providers with a new contract bid after FY 2005-2006, the program does not have a report card because the program is no longer in operation under that contracted provider.

If the program changed providers with or without a contract bid before the end of FY 2004-2005, data only exists for the current FY 2005-2006 provider. Because of this, some programs that may have seemingly been operating for several years, do not show data or show little data for the FY 2005-2006. The new provider is consequently not held responsible for the performance of previous providers.

Level Change

If a program changed levels since the end of FY 2005-2006, the report card represents the level of the program as it was in 2005-2006.

Service Change

If a program that has been operating for more than one year changes the services provided but does not change providers or programs, the most recent service type classification is used.

Explanation of Sections

Title Bar

The title bar includes the DJJ logo, program name, level, gender of youth served, provider and county where it is located.

Program Description

This section describes the general program size, scope and treatment design.

Program Measures Section

This section lists the specific score for each of the programmatic measures. The rating system consists of 5 categories representing the 5 phases of a circle: Excellent, above average, average, below average and below minimum threshold.

PAM Score

The PAM score is a standardized grade that incorporates both the recidivism effectiveness and program cost per completion. For more information on the complete methodology of the PAM, refer to the "Data Sources and Methods" chapter of the Annual Report.

Recidivism Reduction

This score is taken from the most recent P A M report, and is reported as "Recidivism Effectiveness". Programs are divided into one of five categories based on the standardized difference between their expected recidivism range and their observed recidivism rates. Below are the recidivism scoring definitions:

Highly Effective: These programs have recidivism rates that are more than one standard deviation below the lower limit of the expected recidivism range.

Effective: These programs have recidivism rates that are up to one standard deviation below the lower limit of the expected recidivism range.

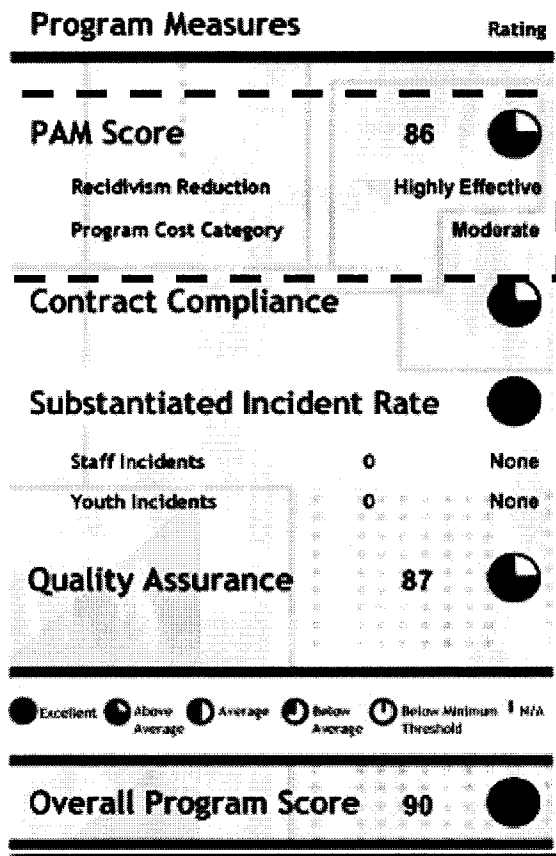
Average: These programs have recidivism rates that are within the expected recidivism range.

Below Average: These programs have recidivism rates that are up to one standard deviation above the upper limit of the expected recidivism range.

Least Effective: These programs have recidivism rates that are more than one standard deviation above the upper limit of the expected recidivism range.

Program Cost Category

This score is taken from the most recent PAM report. In the PAM analysis, this score is reported as "Cost Effectiveness". For this score, each program's average cost per completion is compared to the statewide average cost per completion. Programs are then divided into a category of low, moderate or high cost.



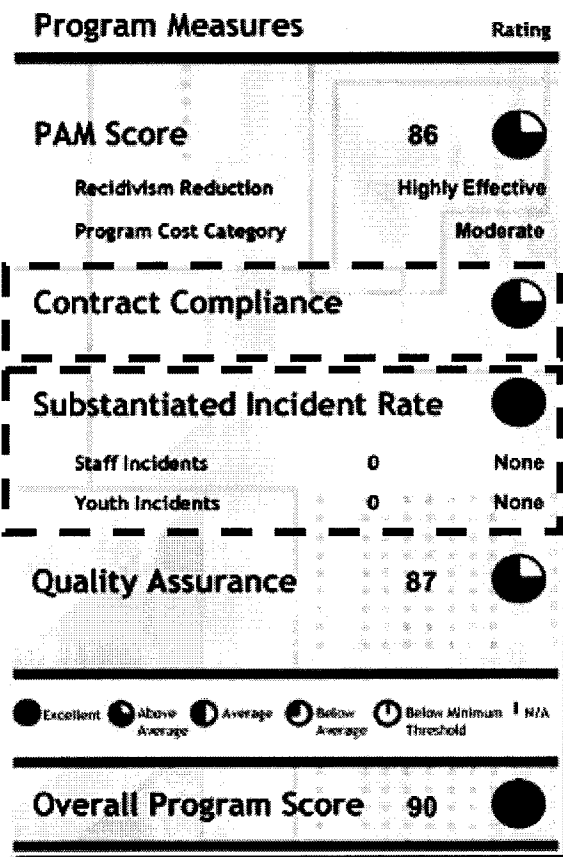
Contract Compliance

Contract compliance represents the program's adherence to the standards and conditions outlined in their respective contract(s). Programs were evaluated and ranked by residential contract monitors. To calculate the program's score, analysts looked for major deficiencies within the program. Additionally, analysts considered whether or not the program was put on an outcome based corrective action plan (OBCAP). The scoring for contract compliance is as follows:

- Full Compliance:** Received a score of 100.
- Above Average:** Received a score of 85.
- Average:** Received a score of 75.
- Below Average:** Received a score of 65.
- Below Minimum Threshold:** Received a score of 55.

Substantiated Incident Rate

Substantiated incidents were divided between staff and youth. If more than one person was involved in the same incident the incident counted once. However, if the incident involved both a youth and a staff member the incident was counted once for each. Incidences were then summed for each program and then divided by the total resident days to determine the incident rate. The rates were then standardized to a grade scale level.



The following factors were considered for determining a substantiated incident rate:

- Physical sexual relationship between staff and juveniles;
- Recovery / Possession of alcohol or controlled substance, weapons or firearms;
- Riot;
- Excessive Force;
- Medical Neglect;
- Juvenile on juvenile assault and batteries;
- Juvenile on staff assault and batteries;
- Death;
- Serious suicide attempts;
- Injury and / or medical illness; and
- Failure to report incidents.

Once the incidents were broken into grade scale levels, they were coded into the corresponding pie chart:

<u>Rate as Grade Score</u>	<u>Pie</u>
100-90	Full pie
89-80	3/4 full pie
79-70	1/2 full pie
69-60	1/4 full pie
59-50	Empty pie

Quality Assurance

The department's quality assurance system is a performance-based process, mandated by Florida statutes, through which all residential programs in the state are evaluated annually. Based on their performance on standards that reflect the pertinent operational aspects of the program, each program receives an overall rating or score. The ratings are displayed similar to a school grading system with the following levels of achievement:

Exceptional performance	100%-90%
Commendable performance	89%-80%
Acceptable performance	79%-70%
Minimal performance	69%-60%
Failed standards	59%-0%

For calendar year 2006, a single quality assurance score is available for each of the department's residential programs.

Quality assurance standards include areas that pertain to high-liability areas for the Department involving life-safety issues, security issues, treatment issues, and conditions of confinement.

Total Score

This section lists the overall program score. Each of the four measures listed were averaged to calculate the total score. A minimum of three of the four measures was necessary in order to receive a total score. The scores were then categorized representing the 5 phases of a circle:

Excellent:	90 – 100
Above Average:	80 – 89
Average:	70 – 79
Below Average:	60 – 69
Below Minimum Threshold:	0 – 59
No Data Available:	0

Program Measures

Rating

PAM Score

86



Recidivism Reduction

Highly Effective

Program Cost Category

Moderate

Contract Compliance



Substantiated Incident Rate



Staff Incidents

0

None

Youth Incidents

0

None

Quality Assurance

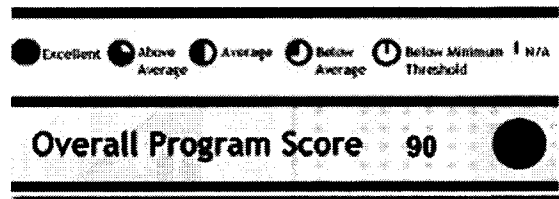
87



Excellent
 Above Average
 Average
 Below Average
 Below Minimum Threshold
 N/A

Overall Program Score

90



Program Strengths and Recommendations

This section describes the program's overall strengths and provides general recommendations for program improvement. The strengths and recommendations are based on data contained within the report card, the most recent quality assurance review, and input from the program monitors and the Office of Residential and Correctional Services.

Strengths

The following strengths were used in the report:

- Utilizes evidence-based treatment approaches;
- Effective and appropriate education services provided;
- Physical plant well maintained and in good condition;
- Stable work force;
- Effective training component;
- Vocational component included;
- Comprehensive healthcare services;
- Funding available for specialized services;
- No substantiated incidents;
- Family involved in treatments;
- Effective management team;
- Exemplary case management process;
- Effective safety and security;
- Utilizes community resources well;
- Emphasizes balanced and restorative justice processes;
- Demonstrates exceptional supervision methods;
- Strong behavioral management techniques;
- Well established community service program;
- Highly effective in reducing recidivism;
- Low substantiated incident rate;
- Excellent program / contract compliance; and
- Program redesign recently implemented.

Program Strengths:

- * Highly effective in reducing recidivism
- * Funding available for specialized services
- * No substantiated incidences
- * Effective safety and security
- * Effective management team
- * Effective training component
- * Exemplary case management process
- * Stable work force

Recommendations:

- * Incorporate more evidence-based treatment methods

Special Notes:

Recommendations

The following recommendations were used in the report:

- Incorporate more evidence-based treatment methods;
- Improve educational services;
- Repair the facility condition and appearance;
- Improve staff recruitment and reduce turn-over;
- Develop a better staff training program;
- Include or improve vocational components;
- Reform healthcare services;
- Incorporate more specialized services;
- Reduce the number of youth and / or staff incident rate;
- Increase family participation in treatment;
- Implement an effective management team;
- Address inadequate security to reduce escapes;
- Use more available community resources;
- Address deficiencies causing "Conditional Status"
- Improve overall supervision models;
- Implement more effective behavioral management;
- Improve inadequate safety and security practices
- Reduce length of stay;
- Implement restorative justice principles;
- Improve staff training to reduce PAR interactions
- Improve food services;
- Improve contract compliance; and
- Replace treatment model with an evidence-based approach.

Special Notes

If data is missing anywhere on the report card, this section provides a description of why the data is not available.

Expenditures:

This section lists expenditures reported for each program during the most recent fiscal period. The budget has been broken out by federal and state funds. The department's Offices of Budget & Accounting supplied these figures.

FY 05-06 Expenditures: \$1,201,168

State Expenditures

DJJ Contract Expenditures	\$1,127,621
Other State Funding	\$0
Total State Funding	\$1,127,621

Federal Expenditures

Medicaid/BHOS	\$0
National School Lunch	\$45,812
Other Federal Funding	\$27,735
Total Federal Funding	\$73,547

Source: DJJ Offices of Budget, and Finance and Accounting

Escapes

The escapes that are reported on the backside of the report card differ from the incidents reported on the front of the report card. The escapes reported on the back of the report card count each individual that escaped from a facility. The substantiated incidents on the back of the report card count escapes that may include several youth as one incident. For example, if there was one escape incident, but two youth escaping, the escapes will read "2" but the substantiated incidents will read "1". There is no escape data available for FY 01-2002.

	Total Releases	Completion Rate	Escapes
FY 01-02	42	95%	
02-03	50	92%	1
03-04	56	91%	1
04-05	44	98%	0
05-06	44	100%	0

Trend Charts Section:

This section displays five-year trends for each program. Data for each program is compared against the average program score for the specific type of program. Each program falls into one of the below program types:

- Low Risk-Female;
- Low Risk-Male;
- Developmentally Disabled;
- Moderate Risk-Female;
- Moderate Risk-Male;
- Boot Camps;
- Moderate Risk Mental Health-Female;
- Moderate Risk Mental Health-Male;
- Moderate Risk Substance Abuse-Female;
- Moderate Risk Substance Abuse-Male;
- Moderate Risk Sex Offender-Male;
- High Risk-Female;
- High Risk-Male;
- High Risk Mental Health-Female;
- High Risk Mental Health-Male;
- High Risk Substance Abuse-Male;
- High Risk Sex Offender-Male;
- Maximum Risk-Male; and
- Maximum Risk Mental Health-Female.

Cost Category and Recidivism Reduction Charts

The Cost Category trend chart and the Recidivism Reduction trend chart are derived from the PAM. In previous years, PAM included 2 years of data to calculate cost effectiveness data. Beginning in FY 05-2006, only one year of data will be used.

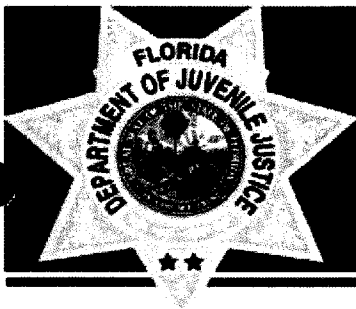
Report Card Summary Ranking for Residential Programs

Score	Program	Provider
90	Youth Environmental Services	Associated Marine Institutes
88	Desoto Maximum Risk	Department of Juvenile Justice
88	Falkenberg Academy	Department of Juvenile Justice
88	Union Juvenile Residential Facility	Three Springs, Inc
87	Camp E-Nini-Hassee	Eckerd Youth Alternatives, Inc.
87	Gulf Coast Youth Academy	Premier Behavioral Solutions
86	Greenville Hills - Madison Halfway House	Twin Oaks Juvenile Development
86	Greenville Hills - MERIT	Twin Oaks Juvenile Development
86	Pensacola Boys Base	Department of Juvenile Justice
86	Sago Palm - Mental Health Overlay Services	G4S Youth Services
85	DeSoto Juvenile Correctional Facility - Mental Health	Department of Juvenile Justice
85	Miami Halfway House	Bay Point Schools, Inc.
85	NAFI Serious Habitual Offender Program	North American Family Institute
85	Oaks Juvenile Residential Facility	Stewart Marchman Center
84	Broward Intensive Halfway House	Department of Juvenile Justice
84	Hastings Youth Academy - High	G4S Youth Services
84	Liberty Juvenile Residential Facility	Twin Oaks Juvenile Development
84	Milton Juvenile Residential Facility	Premier Behavioral Solutions
83	Avon Park Youth Academy	G4S Youth Services
83	DeSoto Dual Diagnosis Correctional Facility - Female	Department of Juvenile Justice
83	Manatee Youth Academy	Manatee County Sheriff's Office
83	STEP II - Female	Outward Bound, Inc.
83	Three Springs Sex Offender Program	Three Springs, Inc
82	Columbus Juvenile Residential Facility	Columbus Youth Services, LLC
82	Ft. Walton Adolescent Substance Abuse Program	Premier Behavioral Solutions
82	Hillsborough Intensive Residential Treatment	Sunshine Youth Services
82	Lighthouse Juvenile Residential Facility	Lighthouse Care Center
82	Riverside Academy	Riverside Youth Services, LLC
82	West Florida Wilderness Institute	Associated Marine Institutes
82	WINGS	Associated Marine Institutes
82	YMCA Character Halfway House	Sarasota Family YMCA
81	Camp E-Kel-Etu	Eckerd Youth Alternatives, Inc.
81	Greenville Hills - Bassin House	Twin Oaks Juvenile Development
81	Greenville Hills - Greenville Academy	Twin Oaks Juvenile Development
81	Greenville Hills - Jefferson Halfway House	Twin Oaks Juvenile Development
81	Greenville Hills - Taylor Halfway House	Twin Oaks Juvenile Development
81	NAFI Intensive Halfway House	North American Family Institute
81	Polk Halfway House	Polk Youth Services, LLC
81	Residential Alternatives for the Mentally Challenged	Twin Oaks Juvenile Development
81	Sago Palm - Trailblazers	G4S Youth Services
80	Britt Halfway House	Department of Juvenile Justice
80	Forestry Youth Academy	Florida Department of Agriculture Division of Forestry
80	Francis Walker Halfway House	Center for Drug Free Living, Inc.
80	Hastings Youth Academy - Moderate	G4S Youth Services
80	Jackson Juvenile Offender Correctional Center	Department of Juvenile Justice
80	Les Peters Halfway House	Department of Juvenile Justice
80	Okaloosa Youth Academy	Premier Behavioral Solutions
80	Pines Juvenile Residential Facility	Stewart Marchman Center
79	Big Cypress Wilderness Institute	Associated Marine Institutes
79	DeSoto Juvenile Residential Facility - Female	Department of Juvenile Justice
79	Eckerd Intensive Halfway House	Eckerd Youth Alternatives, Inc.
79	Joann Bridges Academy	Youth Services International, Inc
79	MATS - Halfway House	Premier Behavioral Solutions
79	Sago Palm - Sex Offender Program	G4S Youth Services
79	Santa Rosa Juvenile Residential Facility	Youth Services International, Inc
79	Space Coast Marine Institute	Associated Marine Institutes

continued

Residential Report Cards

Score	Program	Provider
78	Juvenile Unit For Specialized Treatment	Twin Oaks Juvenile Development
78	Sago Palm - Youth Development Center	G4S Youth Services
78	White Foundation Family Homes - Female	Henry and Rilla White, Foundation, Inc.
77	ARC Halfway House	Center for Drug Free Living, Inc.
77	Bay Point Schools-West-Kennedy	Bay Point Schools, Inc.
77	Cypress Creek Juvenile Offender Correctional Center - High	G4S Youth Services
77	DeSoto Juvenile Residential Facility - Male	Department of Juvenile Justice
77	GOALS	Grove Counseling Center
77	Jackson Juvenile Offender Correctional Center - SOP	Department of Juvenile Justice
76	Bowling Green New Beginnings	Bowling Green Youth Academy, LLC
76	DeSoto Dual Diagnosis Correctional Facility - Male	Department of Juvenile Justice
76	Eckerd Academy	Eckerd Youth Alternatives, Inc.
76	First Step Girls Juvenile Residential Facility	First Step Adolescent Services, Inc.
76	Lake Academy	Gulf & Lake Youth Services, LLC
76	Sago Palm - Pathfinders	G4S Youth Services
76	Vision Quest - Low	Vision Quest National Limited
75	Dade Group Treatment Home	Miami River of Life
75	Okaloosa Halfway House	Youth Services International, Inc
75	Okaloosa Intensive Halfway House	Youth Services International, Inc
75	Okeechobee Juvenile Offender Correctional Center	G4S Youth Services
75	Okeechobee Juvenile Offender Correctional Center SOP	G4S Youth Services
75	South Pines - Low	Psychotherapeutic Services of FL, Inc.
75	South Pines - Moderate	Psychotherapeutic Services of FL, Inc.
74	Bay Point Schools-North	Bay Point Schools, Inc.
74	Eckerd Youth Challenge Program	Eckerd Youth Alternatives, Inc.
73	Camp E-Ma-Chamee	Eckerd Youth Alternatives, Inc.
73	Impact Halfway House	Gateway Community Services, Inc.
73	Mandala Adolescent Treatment Center	Harbor Behavioral Health Care
73	Polk Juvenile Correctional Facility	G4S Youth Services
73	Thompson Academy	Youth Services International, Inc
72	Dozier Sex Offender Program	Department of Juvenile Justice
72	Dozier Training School	Department of Juvenile Justice
72	Seminole Work and Learn Center	Youthtrack, Inc
71	Camp E-Tu-Makee	Eckerd Youth Alternatives, Inc.
71	Cypress Creek Juvenile Offender Correctional Center - Maximum	G4S Youth Services
71	First Step Adolescent Services Group Treatment Home	First Step Adolescent Services, Inc.
71	Tiger Short Term Offender Program	Corrections Services of Florida, LLC
70	Brevard Group Treatment Home	Center for Drug Free Living, Inc.
70	Duval Juvenile Residential Facility	Department of Juvenile Justice
70	MATS - Manatee Juvenile Residential Facility	Premier Behavioral Solutions
70	Price Halfway House	Department of Juvenile Justice
69	Florida Environmental Institute	Associated Marine Institutes
69	White Foundation Family Homes - Male	Henry and Rilla White, Foundation, Inc.
69	Wilson Youth Academy	Global Youth Services, Inc.
68	Bowling Green Juvenile Residential Facility	Bowling Green Youth Academy, LLC
68	Marion Youth Development Center	Correctional Services Corporation
68	Monticello New Life	North American Family Institute
67	Eckerd Youth Development Center	Eckerd Youth Alternatives, Inc.
67	HOPE	Keystone Education and Youth Services
67	Marion Juvenile Correctional Facility	Three Springs, Inc
67	Orange Intensive Halfway House	Department of Juvenile Justice
67	St Johns Correctional Facility	Three Springs, Inc
66	Escambia River Outward Bound	Outward Bound, Inc.
66	Grove Unique Youth Services (GUYS)	Grove Counseling Center
66	San Antonio Boys Village	San Antonio Boys Village Inc
64	Alachua Juvenile Residential Facility	First Step Adolescent Services, Inc.
64	Withlacoochee Juvenile Residential Facility	Three Springs, Inc
62	Kissimmee Juvenile Correctional Facility	Three Springs, Inc
61	Peace River Outward Bound	Outward Bound, Inc.
N/A	Nassau Juvenile Residential Facility	Henry and Rilla White, Foundation, Inc.
N/A	Palm Beach Juvenile Correctional Facility	Youth Services International, Inc
N/A	Red Road Academy	Vision Quest National Limited



Youth Environmental Services

Moderate Risk-Male
Associated Marine Institutes

Program Description:

Hillsborough County

This is a 33 bed moderate-risk program for males operated by Associated Marine Institutes, Inc. The program is located in Wimauma, Florida. This wilderness-based program enhances rehabilitation efforts through environmental education, academic education, and a variety of vocational and life-skills training. The program is performance based, stresses academic achievement, appropriate behavior, a positive attitude and excellence in performance. The program serves male youth between the ages of 14 and 18. Youth with 3rd degree or higher felonies with prior commitments or a history of assault, first-degree misdemeanor with prior commitment and chronic problems or transfers from low risk commitment programs are appropriate for admission. Youth with arson charges, or suicide behaviors or youth on behavior modification psychotropic medication are not considered appropriate for this program. Youth with asthma and mature 14-year-old males are accepted on a case-by-case basis by the program director. The designed length of stay is six to nine months. Five beds are supplemented through Mental Health Overlay Services (MHOS).

Program Measures

Rating

PAM Score

86



Recidivism Reduction

Highly Effective

Program Cost Category

Moderate

Contract Compliance



Substantiated Incident Rate



Staff Incidents

0

None

Youth Incidents

0

None

Quality Assurance

87



Program Strengths:

- * Highly effective in reducing recidivism
- * Funding available for specialized services
- * No substantiated incidences
- * Effective safety and security
- * Effective management team
- * Effective training component
- * Exemplary case management process
- * Stable work force

Recommendations:

- * Incorporate more evidence-based treatment methods

Special Notes:

● Excellent ● Above Average ● Average ● Below Average ● Below Minimum Threshold | N/A

Overall Program Score

90



FOR MORE INFORMATION ON PROGRAM PERFORMANCE OR DEPARTMENT STATISTICS, PLEASE VISIT OUR WEBSITE:

[HTTP://WWW.DJJ.STATE.FL.US/](http://www.djj.state.fl.us/)



Youth Environmental Services

Moderate Risk-Male

	Total Releases	Completion Rate	Escapes
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FY 05-06 Expenditures: \$1,201,168

FY 01-02	42	95%	
02-03	50	92%	1
03-04	56	91%	1
04-05	44	98%	0
05-06	44	100%	0

State Expenditures

DJJ Contract Expenditures	\$1,127,621
Other State Funding	\$0
Total State Funding	\$1,127,621

Federal Expenditures

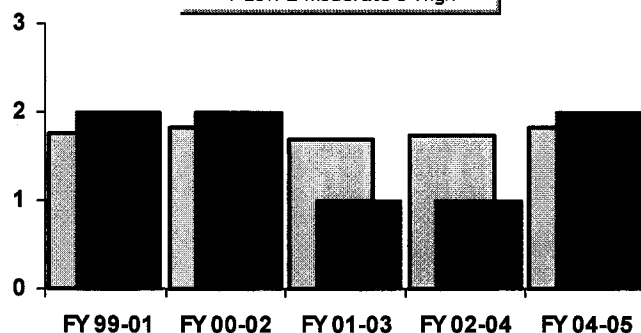
Medicaid/BHOS	\$0
National School Lunch	\$45,812
Other Federal Funding	\$27,735
Total Federal Funding	\$73,547

Youth Environmental Services Scores

Average for Moderate Risk-Male

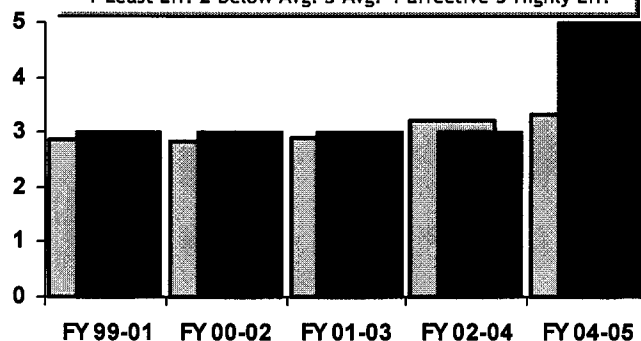
Cost Category (Year of Release)

1-Low 2-Moderate 3-High

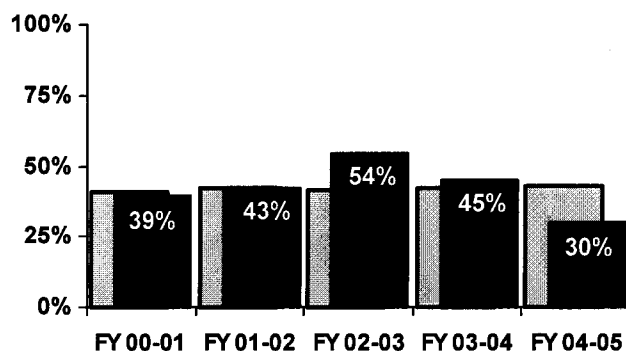


Recidivism Reduction (Year of Release)

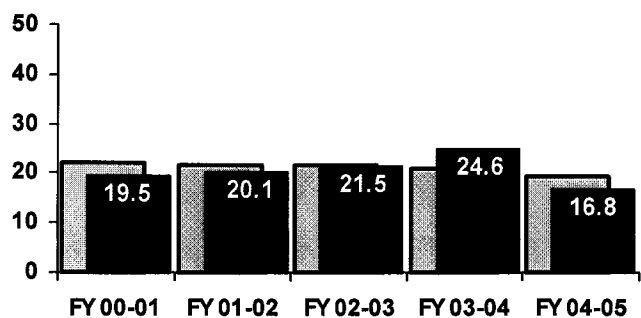
1-Least Eff. 2-Below Avg. 3-Avg. 4-Effective 5-Highly Eff.



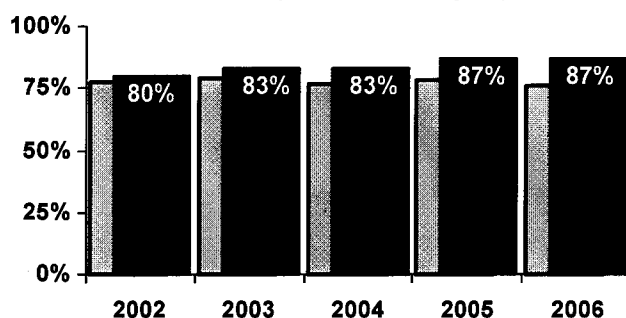
Recidivism (Year of Release)



Seriousness Index (Year of Release)



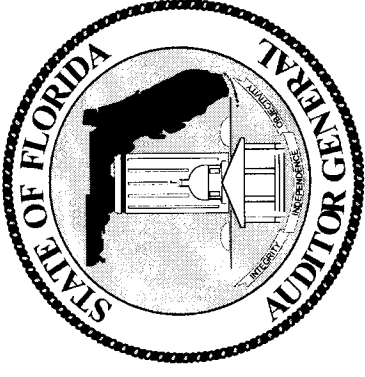
QA Score (Year of QA Report)



Average Length of Stay in
FY 2005-06 (Months)

8.9

Source: DJJ Offices of Budget, and Finance and Accounting



Department of Juvenile Justice Selected Administrative Functions

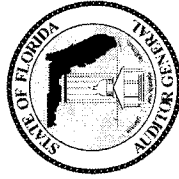
Operational Audit

**For the Period July 2003 through February 2005
and Selected DJJ actions taken through May 25, 2005**

**Report No. 2006-030
Released September 2005**

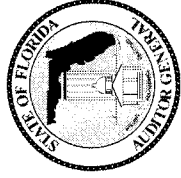
Capital Assets

- Finding No. 1 – Discrepancies existed in DJJ's estimates of the historical costs of buildings.
- Finding No. 2 – The accumulated depreciation for DJJ's buildings was understated in the accounting records by \$30 million.



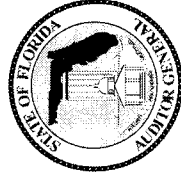
Purchasing Cards

- Finding No. 3 - DJJ's internal controls over the Purchasing Card Program needed strengthening. Deficiencies were noted in the approval, cardholder agreement, spending limit, reconciliation and monitoring, and card cancellation processes.
- Finding No. 4 - For travel-related Purchasing Card charges, DJJ procedures were not adequate to ensure the timely preparation of travel vouchers or to detect when travel vouchers were not prepared.



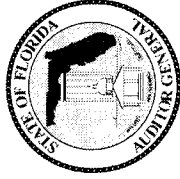
Other Administrative Functions

- Cost-of-Care Fees
Finding No. 5 – DJJ did not maintain accurate records or take appropriate actions to collect, report, and manage Cost-of-Care fees.
- Payroll
Finding No. 6 – DJJ did not maintain a comprehensive record of salary overpayments and collection attempts.



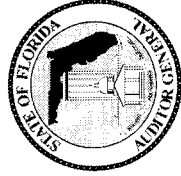
Other Administrative Functions

- Motor Vehicle Sales Revenues
Finding No. 7 – DJJ did not reconcile motor vehicle sales proceeds to what was received and recorded in DJJ accounting records.
- Information Technology Access
Finding No. 8 – DJJ did not timely remove FLAIR access for terminated employees.



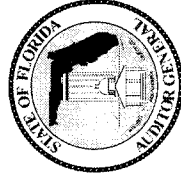
Other Administrative Functions

- Settlement Agreements
Finding No. 9 – DJJ did not maintain a complete listing of settlement agreements or have procedures to track and manage settlement agreements.
- Electronic Devices
Finding No. 10 – DJJ did not maintain a list of cellular telephones and handheld wireless devices and DJJ procedures did not include guidance for determining the need for these devices or for selecting the most economical and best-suited wireless calling plans.



DJJ-Reported Status

- Pursuant to Section 20.055(5)(g), Florida Statutes, on March 31, 2006, DJJ reported that all the findings except the capital assets accumulated depreciation finding and the Cost-of-Care fees finding had been fully corrected.
- We will verify the reported status of the findings during our current biennial operational audit field work at DJJ.



Questions?

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Department of Juvenile Justice
Status of Management Corrective Actions
Auditor General's Selected Administrative Functions Audit Report No. 2006-030
Response as of March 5, 2007

CAPITAL ASSETS

FINDING 1: Building Valuation

Although the building valuation methodology used by the Department to estimate the historical value of Department's buildings appears reasonable, we noted discrepancies in the application of the methodology.

Auditor General Recommendations

- I. We recommend that Department staff thoroughly review each factor used in the historical cost estimate for each building and, if discrepancies are noted, ensure that the appropriate amounts are recorded in FLAIR Property Subsystem.
- II. We further recommend that the Department ensure that the documentation used in the historical cost estimate for each building is appropriately retained.
- III. For all future building acquisitions, we recommend that the Department ensure that sufficient documentation evidencing the actual historical cost of the building is retained and that the cost is accurately and timely recorded in the Department accounting records.

Agency Response

- i. We concur. The Bureau of General Services will review over the next twelve months all building records to ensure that all costs are correct and that all entries are recorded properly in the FLAIR Property Subsystem.
- ii. We Concur. The Bureau of General Services constructed folders organized by county then facility to appropriately document all building valuations and to retain this information on file as a supporting documentation. The Bureau dedicated a file cabinet for the sole purpose of maintaining these records and has completed the task based on this recommendation.
- iii. We Concur. The Bureau of General Services will ensure that sufficient documentation is retained on all future building acquisitions and that all the cost is timely reported in Department accounting records. A file will be constructed for all new programs within the Department or if a building is added to a program all associated documents will be added to the current file.

Status of Implementation (as of March 31, 2006)

- i. Fully corrected. All building files have been reviewed and corrected. All corrections have been entered into the FLAIR system. We had staff review 5% of records for quality assurance.
- ii. Fully corrected. All files have been reviewed and accounted for. Personnel have been trained and a system is in place with appropriate documentation evidencing the actual historical cost of any acquired buildings. Office procedures are written and additional staff has received training on identifying and correcting the building files.
- iii. Annually the Department will review our building inventory and will ensure that appropriate information has been added to FLAIR. The next annual review of the Department's buildings is scheduled for September 2006.

Update as of 3/5/07

The department has completed a random review of 5% of the files and found no errors. New files were created for several buildings that have been identified over the past year, which were mostly sheds. The total number of buildings we have to date are ,1226. There are written office procedures, which cover the creation and review of the valuation folders, and we have trained two staff on identifying and correcting building files. The annual review was completed in September 2006 and our next review is scheduled for September 2007.

Department of Juvenile Justice
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FINDING 2: Accumulated Depreciation

The accumulated depreciation recorded for buildings in Department's accounting records was understated by approximately \$30 million.

Auditor General Recommendation

To ensure that Department capital assets are properly reported, Department accounting staff should ensure that accumulated depreciation is appropriately adjusted for financial reporting purposes.

Agency Response

We Concur. The Bureau of General Services will review each property record for our buildings and make the appropriate adjustments to correct the accumulated depreciation amounts. We plan to have this item corrected in the next 90 days.

Status of Implementation (as of March 31, 2006)

Partially corrected. The Department is working with the Department of Financial Services (DFS). They have written a program to resolve a system problem within FLAIR that addresses accumulated depreciation on buildings that are transferred from an existing agency to a new agency. FLAIR is not correctly calculating accumulated depreciation for our buildings. DFS has reported that they are running trials in FLAIR to correct the depreciation amounts. A new report will be run on April 3, 2006 to determine if the issue is resolved. Once this issue is resolved, the Department will annually review new buildings that are added to our inventory to ensure their depreciation is accurate.

Update as of 3/5/07

This action is fully corrected. A depreciation report and trial balance were run on 4/28/06. The accumulated depreciation was balanced. The annual review was completed in September 2006 and our next review is scheduled for September 2007.

Department of Juvenile Justice
Status of Management Corrective Actions
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PURCHASING CARDS

FINDING 3: Purchasing Card Program

The Department's Purchasing Card Program was not operating as intended, resulting in limited assurance that Purchasing Card activity was appropriate, efficiently executed, and in compliance with established controls and governing laws, rules, and other guidelines. The extent and nature of the deficiencies noted could allow inappropriate transactions to occur and not be timely detected.

Auditor General Recommendation

To provide for adequate assurance that the dept.'s P-card program is operating as intended and that P-card program is appropriate, efficiently executed and in compliance with established controls and governing laws, rules, and other guidelines, we recommend that dept's management reevaluate and appropriately revise dept.'s procedures to strengthen controls in each of the areas noted above.

Agency Response

We concur. The department has already begun to reevaluate its' procedures. Also, with the implementation of Aspire in July 1, 2006, major changes in policies and procedures will be mandated.

Status of Implementation (as of March 31, 2006)

Fully corrected. The P-Card procedures were revised to incorporate justification and approval of cardholders' limitation exceeding a certain threshold by the Executive Management Team. Purchasing Card Policy FDJJ 1407.05 has been revised to require the cardholder's supervisor's signature on all purchasing card purchases for goods and services. All existing files have documentation of signed agreements and staff will conduct a random review at least semiannually to ensure documentation is on file.

The first review was conducted January 2006 for all cardholders. Finance and Accounting has implemented a procedure for P-Card transaction reconciliation to show evidence of the completion of each step of the process. A semi-annual review of records will be conducted to ensure the procedure is being followed. The next review is scheduled for April 2006.

Update 3/5/07

The Pcard Policy was updated in November 2005. This policy added a Cardholder Limits Exception Request form that must be approved by the Deputy Secretary for limits over \$1,000. We currently have 941 cardholders: 467 at the \$1,000 limit (single, daily, monthly), 112 between \$1,000 single and up to \$50,000 monthly, and 362 in excess of \$1,000 single, daily and monthly. Of the 362, 156 have monthly limits less than \$15,000 and 153 have limits of \$15,000 and 53 cardholders with monthly limits of \$50,000. The policy was also updated to require that each cardholder's supervisor sign off on all Pcard receipts, with the exception of travel receipts that are approved by the supervisor upon submission of a travel voucher.

Finance and Accounting staff perform random reviews of cardholder records (including purchasing and travel) on a daily basis. Verification that Pcard transaction monitoring is being completed is documented monthly and verified by the Pcard Administrator and is sent to the Director of Administration. The review of the reconciliation process conducted in April 2006 and October 2006 showed that reconciliation is being done.

Department of Juvenile Justice
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FINDING 4: Purchasing Card Travel Charges

Department's travelers did not always submit travel vouchers for purchasing Card travel-related charges, contrary to established Department procedures.

Auditor General Recommendation

- I. We recommend that Department management reinforce to all travelers the conditions for utilizing the purchasing card for travel and the five-day filing requirement for travel vouchers.
- II. We recommend that the Department's travel section strengthen controls related to the monitoring process and not only compare the submitted travel vouchers to the monthly Purchasing Card transactions, but also identify all travel-related Purchasing Card transactions for which a travel voucher has not been submitted.

Agency Response

- i. We Concur. The Bureau of Finance and Accounting Staff conducts supervisory travel training quarterly. Additional emphasis will be placed on conditions in which the Purchasing Card may be used for travel expenses and the required timeframes for submitting requests for travel reimbursements. Additionally, purchasing card applicants are required to attend travel training and pass a test before they are issued a card. The training and the test cover both the conditions and the requirements, which will receive additional emphasis.
- ii. We Concur. Travel section has been instructed to identify all travel-related Purchasing Card transactions for which a travel voucher has been submitted. This will become a permanent part of the responsibilities of the travel section and reports will be maintained to ensure compliance.

Status of Implementation (as of March 31, 2006)

- i. Fully Corrected. The Travel Unit is now monitoring all P-Card purchases pertaining to travel. Vouchers not submitted will be obtained and audited. A monthly report has been developed that will calculate non-compliance with the 5-day filing requirement. This report will be sent out to managers for corrective action if appropriate or the cardholder's privileges may be taken away. The first report was sent in March 2006.
- ii. Fully Corrected. We have implemented this corrective action as of June 1, 2005 and it is a permanent duty of the Travel Unit. Completed, audited reports are being maintained. This practice is in accordance with the Purchasing Card Manual Program Procedures. As each month's travel monitoring is completed, an email is sent notifying the Chief of Finance and Accounting and the Purchasing Card Administrator of the current status. We have completed reconciliations through the month of December 2005. The reconciliation for January 2006 was completed by February 28, 2006.

Update 3/5/07

Travel purchasing card purchases are reconciled 100% each month. The last completed reconciliation was for travel occurring in November 2006; and consisted of 1200 transactions. We are currently working on the December 2006 reconciliation. The last non-compliance report for late travel voucher submission was routed for EMT review in February 2007. Non-compliance averages about 10 transactions per month. Complete travel audited reports are maintained on file.

Department of Juvenile Justice
Status of Management Corrective Actions
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OTHER ADMINISTRATIVE FUNCTIONS

FINDING 5: Cost-of-Care Fees

The Department did not maintain accurate records or take appropriate actions related to billing, collecting, and reporting and managing cost-of-care fees.

Auditor General Recommendations

- I. We recommend that the Department management continue efforts to implement procedures for billing, collecting, and accurately recording cost-of-care fees
- II. The Department should ensure that ARMS data is accurate and useful for control and management decision-making purposes.

Agency Response

- i. We Concur. Department Management has a committee in place for several years to ensure that the cost-of-care (COC) accounts are properly established, billed, collected and accurately recorded. Much progress has been made. The COC Committee continues to meet on a monthly basis to address issues as the need arise, to implement changes as necessary, and to improve the system. The committee will continue its efforts to ensure the completion of a successful system.
- ii. We Concur. The Department has created a Project Status Tracking Report, which contains all items that are deemed necessary to complete the COC system. The project is monitored and updated as items are completed. Once all items are completed, ARMS data will be accurate and can be relied upon for decision-making purposes. MIS is restructuring the database to ensure that reporting and tracking mechanisms are in place.

Status of Implementation (as of March 31, 2006)

- i. Partially corrected. Members of the committee are currently working with DFS and the Bank of America to establish the Remote Payments online and Interactive Voice Response systems. These systems will allow customers an opportunity to pay their fees by a debit or credit card in addition to the traditional paper bank check. This committee will continue to meet to address outstanding issues in the areas of collection, billing, training, reporting and implementing policies and procedures.
- ii. Partially corrected. Progress has been made through many modifications to the system such as calculating billing on a day-to-day basis; managing duplicate accounts that allow staff to identify "Billed to Person"; implementing Address Verification Software to address a large number of returned mail. In addition, efforts are being made to improve the aged reporting mechanism that will allow supervisors to isolate certain types of accounts for tracking, follow-up and decision making purposes. The Cost of Care Unit is refining the automated business rules for referring accounts to a collection agency.

Department of Juvenile Justice
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Update 3/5/07

- i. Partially corrected. Since 2004, the Director of Administrative Services heads the Cost of Care Steering Committee, which meets regularly on the 3rd Wednesday of each month. The last meeting was held February 28, 2007. The committee is currently working on addressing 70 enhancements identified by group members to improve the billing system. The duplicate accounts identified during this audit were corrected. We are currently working on approximately 6,629 accounts identified as potential duplicates since the audit. Since October 2006, 1,935 accounts have been updated and corrected.
- ii. Partially corrected. Business rules were refined to automate the sending of aged accounts to a collection agency. In June of 2006, 54,538 aged accounts totaling \$38,294,638.29 were transmitted to the state collection agency vendor. Aged accounts totaling less than \$25 have been identified and were written off in February 2006. In addition, 12 accounts were sent to the Department of Financial Services for write off authority. The Cost of Care desk procedure COC-010 is being used to guide the write off process.

Department of Juvenile Justice
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FINDING 6: Salary Overpayments

The Department did not maintain a reliable comprehensive listing of the amounts and status of collection attempts for salary overpayments.

Auditor General Recommendation

To assist in the collection of salary overpayments and to aid the Department management in their oversight role, we recommend that the Department develop a reliable and comprehensive listing of salary overpayments that includes the status of collection attempts.

Agency Response

We do have a spreadsheet that tracks all overpayments and collection efforts according to Department of Financial Services procedures. In the past year, since HR outsourcing, the lack of staff has not allowed us to monitor and update it as needed however, within the last month we hired an OPS employee whose primary duty is addressing the overpayment situation and updating the logs as necessary. Ongoing training is being conducted with all supervisors to ensure Personnel Action Requests for employee separations are submitted timely to avoid overpayments.

Status of Implementation (as of March 31, 2006)

Fully Corrected. We have implemented a procedure to track all salary overpayments. This internal monitoring system is designed to compare terminations received in the pay period to the pay record generated by People First and cancel any warrant not due to an employee. Also, the Bureau of Personnel has instituted reporting bi-weekly, all overpayments to management for appropriate review and action. On a quarterly basis, an Employee Report will be sent to Personnel Liaisons to verify employees who are currently employed and actively reporting for work in addition to verifying those employees on Worker's Comp or Sick Leave. The first report will be sent in April 2006, which will begin the quarterly cycle.

We have established a database detailing all overpayments and the status of each record. We record the steps that have been taken per procedures from the Division of Financial Services. As we receive payments, they are entered into the database and processed accordingly.

Update as of 3/5/07

The Worker's Compensation report is sent out bi-weekly to the Executive Management Team. The Leave Without Pay report is run bi-weekly. Due to Data Warehouse problems with the People First system, the quarterly report was sent in November 2006. For calendar year 2006, \$62,111.51 was paid in salary overpayments, which was down from \$308,492 in calendar year 2005. Thus far in calendar year 2007 there is one salary overpayment for \$262.00. As of 2/8/07, there are 39 employees on sick leave, which includes 19 who are on Worker's Compensation.

Department of Juvenile Justice
Status of Management Corrective Actions
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FINDING 7: Reconciliation of Surplus Motor Vehicle Proceeds

The Department did not reconcile reports of motor vehicle sales proceeds to what was received and recorded in Department accounting records.

Auditor General Recommendation

To ensure that the proper amounts of surplus motor vehicle sales proceeds are received and appropriately recorded, we recommend that the Department timely perform reconciliations comparing the records of surplus motor vehicle sales proceeds to receipts and Department accounting records.

Agency Response

We Concur. The Bureau of General Services will revise policy FDJJ-1306, vehicle operations, to properly outline the reconciliation process for the sale of the Department's surplus motor vehicles. We plan to have this policy updated in the next twelve months.

Status of Implementation (as of March 31, 2006)

Fully Corrected. The policy has been revised to include the reconciliation process for the sale of surplus vehicles. Support Services has reconciled the available figures from the DMS supplied Auction Summary documents from the past eight fiscal years with the Bureau of Budget. Records are reviewed monthly to ensure the policy is being adhered to.

Update as of 3/5/07

FDJJ 1306 Vehicle Operations Policy was revised on November 2, 2005. A monthly reconciliation is completed between the Department of Management Services and the department on all auction proceeds. We are current on our reconciliation. Since 2003, the department has surplused 119 vehicles.

Department of Juvenile Justice
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FINDING 8: FLAIR Access Control

The Department did not timely remove Florida Accounting Information Resource Subsystem (FLAIR) access for terminated employees.

Auditor General Recommendation

To provide additional assurances regarding integrity and security of Department accounting records, we recommend that the Department immediately remove an employee's FLAIR access upon termination. In addition, Bureau of Finance and Accounting personnel should periodically obtain and review information related to Department employees' FLAIR access needs.

Agency Response

We Concur. With the transactions from SCOPES to People First, the Department was unable to obtain reports from the system that were necessary to identify terminations. The reporting problem has been corrected and we can now receive the report we need. The bureau of Finance will periodically review information to determine employees FLAIR access needs.

Status of Implementation (as of March 31, 2006)

Fully Corrected. The Department has developed an internal Employee Separation Notification System that will notify each applicable unit of an employee's intent to separate from the department. The employee's manager is required to access the system and indicate when an employee is no longer employed with the Department. The system automatically generates an e-mail to the following sections, Purchasing, Finance and Accounting, Personnel and MIS.

Quarterly, the Bureau of Finance and Accounting will send the list of FLAIR Access Users and their system capabilities to the department managers for review and update as applicable. Our first report was distributed November 2005 and another one was distributed January 2006. In addition, the People First Termination Report will be reviewed monthly and any terminated employees with FLAIR access will be deleted from the system within 48 hours.

Update as of 3/5/07

The On-line Employee Separation Notification System has been in place since January 13, 2006. Notifications received are reviewed by the Bureau of Personnel and action taken if necessary within one working day of notification. New hires/termination reports received from the Personnel monthly report are reviewed within 3 working days by Finance and Accounting staff to ensure access is deleted as appropriate. The last report received from Personnel was sent on March 1, 2007, has been reviewed and actions taken. The report contained one employee whose access had not been deleted due to a Separation Notification not being received. In addition, a listing of FLAIR (DACA) Access Control is sent to all managers and supervisors for their review and validation. Updates are made within one working day of receipt of change request. The last quarterly list was sent February 28, 2007.

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FINDING 9: Settlement Agreements

The Department did not maintain a complete and accurate list of settlement agreements and has not formalized uniform procedures to track and manage settlement agreements.

Auditor General Recommendation

The Department management should seek to minimize the use of settlement agreements through proper planning and establishment of controls to ensure compliance with State purchasing law. However, for those instances in which settlement agreements are necessary, we recommend that Department management formalize and implement policies and procedures to ensure that settlement agreements are established in accordance with State law and are properly managed and controlled. In addition, any settlement agreement tracking system utilized by the Department should include, at a minimum, the agreement number, effective dates, and purpose, dates of approval by appropriate Department management; and the amount of payments made to date.

Agency Response

We Concur. The Bureau of Finance and Accounting has been designated as the unit responsible for tracking all settlement agreements. The bureau has developed a mechanism to track and ensure that settlement agreements are established in accordance with State law.

Status of Implementation (as of March 31, 2006)

Fully Corrected. The Bureau of Finance and Accounting in conjunction with the Bureau of Contracts developed a formal policy, FDJJ 1410, and guidelines for settlement agreements. We have developed a mechanism to track settlement agreements and will provide semi-annual training for identifying deficiencies in the use of proper procurement methods for Department managers to help reduce the number of settlement agreements.

Update as of 3/5/07

Settlement Agreement policy (FDJJ 1410) was developed and modified in November 2005. An excel spreadsheet is maintained to track settlements done within a fiscal year. Last fiscal year DJJ filed a total of 20 settlements with the Department of Financial Services. In December 2006 the agency had a reported 19 settlement agreements filed thus far this fiscal year.

Administrative training is conducted semiannually to ensure employees are made aware of proper purchasing methods. A training event was conducted in May and November 2006. The next training event is planned for June 2007.

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FINDING 10: Cellular Telephones

The Department did not maintain a listing of cellular telephones and handheld wireless devices. In addition, Department procedures did not include guidance for determining the need for a cellular telephone or handheld wireless device or for selecting the most economical calling plan that is best suited to Department needs.

Auditor General Recommendations

- I. To effectively safeguard Department equipment, as well as data stored in and transmitted by wireless handheld devices, we recommend that the Department maintain a listing of cellular telephones and handheld devices that identify the employee to whom the equipment is assigned.
- II. To ensure cost effectiveness, we recommend that the Department establish guidelines for the assignment of cellular telephones and handheld devices and the selection of calling plans.
- III. We also recommend that the Department ensure that cellular telephone billings are effectively reviewed for appropriateness of the charges and that any personal calls are appropriately reimbursed.

Agency Response

- i. We Concur. The Department will develop and maintain a listing of cellular telephones and wireless handheld devices. This listing will be developed and maintained by the support services section, Bureau of General Services. We plan to have this list completed within the next three months.
- ii. We Concur. The Bureau of General Services will revise FDJJ-1309, Telecommunications, to include guidelines for the assignment of cellular telephones and wireless handheld devices and the selection of calling plans. We plan to have this policy updated in the next twelve months.
- iii. We Concur. The procedure for ensuring that cellular telephones bills are properly reviewed and that personal calls are reimbursed will be addressed in the updated Telecommunications policy. We plan to have this policy updated in the next twelve months.

Status of Implementation (as of March 31, 2006)

- i. Fully Corrected. Support Services has created a departmental cellular database and will be maintained with the assistance of field staff. This database will be fully reviewed and corrections made on a semi-annual basis and additions/deletions made with each new hire and separation within five working days of hire/separation. Telecommunications will receive training annually.
- ii. Fully Corrected. Telecommunications Policy FDJJ-1309 has been updated to include guidelines for the assigning of cellular phones and wireless handheld devices and the selection of calling plans. We will conduct quarterly audits of 5% of DJJ accounts. The first audit was done in February 2006.
- iii. Fully Corrected. The procedure to ensure that cellular telephone bills are properly reviewed and reimbursed has been updated in the FDJJ-1309, Telecommunications Policy. The Regional Telecommunication Liaison and the Headquarters Telecommunications Consultant are required to perform quarterly audits of personal and cellular/wireless telephone usage and reimbursement to the Department on 5% of all cellular/wireless accounts. The next audit is scheduled for May 2006.

Update as on 3/5/07 is on the next page

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Update as of 3/5/07

The original database was created during January and February 2006 with assistance from field staff. The new Nextel and Nextel Partners now act as the major portion of the master database because they list all phones, user names and other pertinent information. A small list is also maintained of the non-Nextel accounts. The database is reviewed semi-annually. A review was conducted in August of 2006 in preparation for the Nextel and Nextel Partners accounts merger. The telecommunications coordinators and liaisons statewide were able to gather the appropriate information for Nextel so this action served as an annual review. At that time, we reviewed and updated employee names, locations, org codes, calling plans and minute sharing information and the process for consolidating all accounts began at this time. Updating the database for new hires and separations is done at the local level by the contact person named on each individual account or sub-account (DAC) and this action is noted in the monthly invoices received by each account/DAC holder and reflected in the quarterly review.

The updated Telecommunications policy FDJJ-1309 became effective in November 2005 and the policy states that audits are to be completed in February, May, August and November of each year. Support Services will request a copy of all audits performed by the telecommunications liaisons statewide to ensure compliance with this policy.

The total number of phones statewide is 2362. The Nextel Master Account has 1819 phones. Nextel Partners Master Account has 495 phones and the Non-Nextel Accounts are 48 phones. The Cingular phones in Perry and Trenton are non-Nextel because there is no Nextel coverage in that area. The Verizon phones in Tallahassee (Support Services) are non-Nextel because they are emergency telephones associated with the Continuity of Operations Plan to be used in the event of a Nextel failure during an emergency. The Verizon phones in Orlando are non-Nextel and we are reviewing the fiscal impact of switching service to Nextel..